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HOW TO BECOME EXPERT IN TYPEWRITING.

COMPLETE  
REMINGTON  
INSTRUCTOR  

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BARNES

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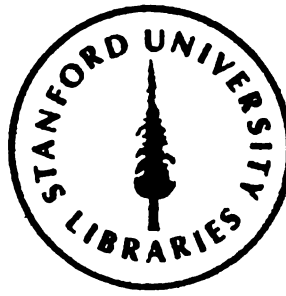
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# How to Become Expert in Typewriting.

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## A COMPLETE INSTRUCTOR

Designed Especially for the Remington Typewriter.

BY

MRS. ARTHUR J. BARNES,

*Author of Barnes' Shorthand Manual, Business  
Letters in Shorthand, Etc.*

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ST. LOUIS, MO.  
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## P R E F A C E.

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**T**HE TYPEWRITER is so ingenious and simple in its construction that the average person can learn to write words on it in ten minutes' time. Hence the long popular belief that no special instruction is needed, but that a few days' practice alone will enable one to become a competent and valuable operator. This fallacy has brought disappointment and failure to many a bread-winner, has been the cause of untold annoyance to employers, and has forced capable and conscientious teachers to let their students go out unprepared because public opinion refused the time and expense necessary to learn properly the art of typewriting. As a natural result, business men are now complaining bitterly of the incompetency of applicants, even when they are the product of so-called business schools.

Experienced help is now demanded, and that too often is unsatisfactory. How could it be otherwise when so many are not only deficient in English education but are woefully ignorant of the machine they are trying to operate. They do not understand its mechanism, cannot even clean it, much less make the trifling adjustments which are sometimes necessary. They have no idea of the possibilities of their writing machine, of the beauty and variety of the work it is capable of doing. All they know is what they have "picked up" in somebody's office while working for practice with little or no pay. True, some who have served an apprenticeship for years in business offices, by reason of the patient, or impatient, instruction given them by well-informed employers, by virtue of their quickness of observation and eagerness to learn whatever they could from the typewriting productions of others and from the hints of older operators, have made their way up from ignorance to skill. But many self-taught operators are and always will be bunglers, because they have contracted bad habits from which they cannot free themselves. Most people need instruction in any branch of study. Ability to read notes does not make one a good musician or render further training unnecessary. You may be able to write a letter after a fashion on the typewriter, but that will not make you a good business correspondent. To be expert in typewriting means to be able to write without error, and at the same time rapidly and with evenness of touch, any kind of business document. It means to know how to care for the machine, to understand its workings, to be able to write on paper narrow

or wide, ruled or unruled, on envelopes and postal cards, to manifold distinctly, to typewrite from dictation, to take manuscript that is badly written and poorly punctuated and to transform it into a correctly spelled and punctuated and business-like document, to write letters, speeches, sermons, briefs, tabulated statements, testimony, specifications, contracts, deeds, etc., so that they shall be correct in form and artistic in appearance, rivaling printing in accuracy, and a work of art in perfection of detail. To do all this quickly and without error requires instruction and continued practice. Business men have now learned the difference between a bungler and an expert; they no longer believe that poor work is all the fault of the machine, and, except in very rare cases, they are unwilling to train beginners even if no pay is asked for services rendered. Taking people for practice has had its day. "I do not want any one that I have to teach. I want some one who will not make mistakes, and who can turn off work quickly. An inaccurate operator is dear at any price. I would rather pay twice or three times as much and have an expert." This is what business men are saying every day. Now and then the unskilled may still find places where they can serve an apprenticeship in typewriting, provided they are willing to do office-boy work and take typewriting as a secondary consideration, but even such positions are scarce. The market is flooded with bad spellers and incompetents — bunglers at type-writing. But for the well-trained there are plenty of places and good pay. The demand exceeds the supply. It pays then to be an expert. And to help those who have worthy ambitions, who desire to be truly valuable to their employers, who care something for the excellence of their work as well as for the shekels they receive, to aid such in acquiring the necessary skill, and to lessen the labor of faithful teachers of typewriting, this book has been written.

These pages contain excellent matter for shorthand practice and it is recommended that they be used for that purpose as well as for typewriting instruction. Part I is especially adapted to the requirements of those just beginning to write shorthand from dictation. In order to obtain the best results the same matter should be practiced a great many times.

The author desires here to express her sincere thanks to Messrs. Wyckoff, Seamans & Benedict, to Mr. Fred Sholes, General Remington Agent at St. Louis, Mo., and to Mr. B. B. Van Deusen, Superintendent of the Remington Works at Ilion, N. Y., for their kindness in furnishing her with information and suggestions, and especially for their revision of the article on the mechanism of the Remington.

Acknowledgment and thanks are also offered to the many who have contributed business letters or in other ways have given valuable assistance in the preparation of this work.

## PART 1.

### MECHANISM OF THE REMINGTON.

1. DESCRIPTION OF PARTS. Spend a little time each day in examining the machine until you learn the location and use of every part.

In front of the keyboard is a wooden bar called the space key because it is struck to make a space between words. Strike the space key several times with the right thumb and notice that the whole top of the typewriter moves. The movable top is called the carriage. The large rubber roller in the middle of the carriage is the printing cylinder or platen. Back of the cylinder is the wooden feed-roll. Still further back is a slanting metal shelf called the paper shelf. At the right of the carriage in front is a long handle or lever. Draw the end of the lever toward you and notice the turning of the cylinder. Do not lift the carriage when pulling the lever.

*On all the late Remingtons*, move the carriage to the right by simply drawing the lever to the right. *On the earlier made machines*, pull the lever forward before drawing it to the right.

2. PLACING THE PAPER. Place the lower edge of the paper close down between the rubber roller and the wooden feed-roll, taking care that the right-hand edge of the paper does not extend beyond the rubber covering of the cylinder. Hold the sheet evenly with the left hand so it will feed straight, and roll the cylinder from you with the palm of the right hand until the paper comes in sight. If necessary, straighten the paper by drawing one end back a little.

Always put two sheets of paper in the machine at a time. The extra sheet, or backer, should be of thin, hard paper and should be next to the cylinder. Not only will both sides of the printed sheet look much better, but the backer will greatly lessen the wear of the roller.

Notice that pulling the lever moves the paper forward.

3. STRIKING THE KEYS. Strike only one key at a time and lift the finger instantly. Pushing the keys blurs the printing. Strike them squarely with a light, *springing* blow of sufficient force to make a clear impression, and no more. Striking too hard injures the cylinder. Strike the keys evenly or the page will look spotted, one letter will be faint and another too dark. An even touch makes the letters equally distinct.

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4. **OBSERVE THE BELL.** The bell rings to warn the writer that he is approaching the end of the line. Seven letters can be written after the bell rings. This gives time to finish a word, or to properly divide it, writing the whole of a syllable at the end of the line, placing a hyphen after it, and writing the remainder of the word on the next line. Beginners are apt to pay too little attention to the bell. They continue writing until the carriage ceases to move, and until they have printed several letters one over another.

5. **RETURNING THE CARRIAGE.** To bring the carriage back to zero and to space for a new line, pull the lever forward, then draw it to the right as far as it will go. Let go of the lever and the pointer will slip back to zero.

6. **CAPITALS, PERIOD, ETC.** To make a capital, depress the key marked "upper case," and keep it down while striking the desired letter. The upper-case key is also held down when printing the upper characters on those keys that are doubly marked, as the period, question mark, dollar sign, quotation marks, etc. Hold the upper-case key down with a firm, steady pressure.

Print the capitals and also the upper characters on the double keys.

Notice that each type bar carries two type; that the small letters are on the front or lower side and the capitals on the back or upper side. When the cylinder is in its usual place, the lower or small type strike it; but when the cylinder is pushed back by the depression of the upper-case key, the upper type or capitals strike it. If the upper-case key is not pushed entirely down and held firmly, either the capital will print too low or else both the small letter and the capital will strike the cylinder and a part of each will appear in print.

7. **REBORN MOVEMENT.** Lift the carriage and notice the inked ribbon that passes over the top of the basket, moving from the spool on one side to the spool on the other side as the operator writes. The ends of the ribbon are pinned to pieces of cloth fastened to the spools. When the ribbon is all wound on one spool, it will be necessary to reverse the ribbon movement. Back of the left spool, a latch rests in one of the three grooves of a shaft. (There are only *two* grooves on the shaft in the latest machines). If the right spool is empty, push the shaft handle to the right, then drop the latch in the left-hand groove. If the left spool is empty, move the shaft handle to the left and drop the latch in the right-hand groove; that is, move the shaft the way you wish the ribbon to go. *The latch should never be in the middle groove* except when changing ribbons or when manifolding without the ribbon. When the latch is in the middle groove, the ribbon will not move, the keys will strike the same spot on the ribbon, and the letters will grow fainter until finally a hole is made in the ribbon and the printing ceases.

If you find that the carriage works slowly, look and see that the ribbon is running freely. Beginners sometimes fail to notice that they have reached the end of the ribbon until they have made a hole in it by the type constantly striking the same spot, or until the ribbon is so tight that the machine refuses to work; then they wonder what is the matter with their typewriter.

*On the No. 5 Remington*, the latch is nearly under the left end of the back rod. It has a long, straight end pointing downward. Lift the latch, pull the shaft out, and drop the latch in the right-hand groove if you wish the ribbon to fill the right spool. Push the shaft in, and drop the latch in the left groove, and the ribbon will fill the left spool.

8. **LIFTING THE CARRIAGE.** Never lift the carriage with the end of the lever. Raise the front left-hand corner of the carriage frame. Beginners sometimes throw the carriage back so violently as to bend the rack down upon the dogs and thus throw the machine out of order. Except when cleaning or adjusting the machine, it is never necessary to raise the carriage as far as it will go.

9. **TO PLACE THE POINTER AT ANY DESIRED FIGURE OF THE SCALE,** move the carriage one point further to the right than the required figure, then release the carriage. By pressing down the release key on the left side of the carriage frame near the front, the carriage may be moved either to the right or to the left without turning the paper forward for a new line. On old machines without a release key, depress the thumb piece on the right side of the carriage just in front of the back rod.

Notice the rack or toothed bar at the back of the machine. *On the No. 2 Remington* the rack is above, and underneath are the dogs which move to and fro in the teeth whenever a key is struck. *On Nos. 3 and 5*, the dogs are above the rack. Observe that depressing the release key or the thumb piece sets the dogs and rack apart.

10. **EXAMINATION OF PARTS.** Resting in the notches of the ratchet wheel at the right of the cylinder are two catches or checks. If the paper is inserted too far to the right, it will catch in the ratchet and tear or wrinkle.

The catch at the back of the wheel is the line-space pawl. Hold down the front end of the pawl with the right forefinger. The back end of the pawl is now lifted out of the notch and you can easily roll the cylinder backward with the thumb and fingers of the left hand.

The catch in front, called the stop-spring, causes the cylinder when rolled forward or backward to move regularly a notch at a time.

*On the No. 3 and the No. 5*, the pawl is just over the upper end of the lever and the stop-spring is at the back of the ratchet wheel.



Beginners are often troubled by the misplacement of the stop-collar or the bell-ringer. The stop-collar surrounds the back rod on the right-hand side. If the stop-collar is not at the very end of the rod, it will stop the returning carriage before it reaches the zero point. If screwed too tightly against the iron frame, it may interfere with the proper working of the machine.

The bell-ringer is screwed to the right-hand end of the rack. (*On the No. 3 and the No. 5*, the bell-ringer is in front and is held in place by the large thumb screw on top of the scale.) If the bell-ringer is not fastened as far to the right as possible, it will stop the carriage before the pointer reaches the left end of the scale. Remember that screws are generally loosened by turning to the left and tightened by turning to the right.

11. DAILY CLEANING AND OILING. Nine-tenths of the trouble an operator has with his machine is due to his not keeping it clean. The typewriter should always be covered when not in use, and should be kept in a dry place. The oil for cleaning should be of the finest kind, either clock oil or that procured from a typewriter agency. Use the oil sparingly. One drop is sufficient for any one part of the machine. Dust, rust, and too much oil are the three great enemies of the typewriter. An invisible coating of oil is sufficient to lessen friction and prevent rust. A mixture of oil and dust will form a gum which it is difficult to remove.

Every morning before writing on the machine, clean the following parts by wiping them with a slightly oily cloth:—

The two rods on which the carriage runs, the two small wheels or rolls that pass over the back rod, and the yokes that clasp the front rod; the dogs under the toothed rack; the front wheel and the track on which the front wheel runs.

*On the No. 3 and the No. 5*, there are two wheels or rolls in front and one at the back. The dogs are over the toothed rack.

Cut old muslin into pieces about four inches square and keep in the typewriter drawer. One of these pieces can be used for a day's cleaning and then thrown away.

To clean the back rolls, put a drop of oil on the cloth, push the cloth well into the groove of the wheel, and, holding it there, run the carriage back and forth so that the cloth will touch every part of the groove. After all dirt is removed, wipe the groove with a dry, clean part of the cloth. It is of the utmost importance that the two rods and the rolls should be kept perfectly clean and that the front rod should be kept slightly oiled. Whenever the carriage moves sluggishly, the first thing to do is to wipe the front rod with an oily cloth.

Machinists and experts occasionally oil the teeth of the rack, but beginners are apt to put so much oil on them as to collect dust and form a hard gum which stops the motion of

the carriage. Hence for years we have forbidden our students to oil the rack, but instead have instructed them to wipe the dogs daily with an oily cloth. The oil on the dogs moistens the rack sufficiently.

The type. Some of the type, like a, e, o, c, etc., will need to have the dirt picked out of them. Raise the type, hold the bar firmly in order not to spring it, pick out the dirt with a pin, and then brush the type with a dry tooth or type brush, being careful all the time not to let any strain come upon the type bar. Most of the type can be cleaned by simply brushing them as they hang in the basket, taking care to move the brush always with an up-and-down movement so as not to bend the type bars. When using a new copying ribbon it may be necessary to clean some of the type oftener than once a day. Every evening before leaving the machine, wipe off all finger marks and moisture from the nickel parts of the machine with the oily cloth to prevent rust. See that the dust is removed from every part of the machine. If necessary to protect from dampness, put a second cover of rubber cloth over the machine.

12. REPRINTING. When a letter is too faint or fails to print, notice at what figure of the inner scale the reprint is to be made. Place the pointer at the same figure of the outer scale and print the desired letter. But if the reprint is to be made on a preceding line, it will be necessary first to turn the paper back. Hold down the pawl with the right hand and roll the cylinder back with the left hand until the bottom of the required line just meets the top of the scale, then roll the cylinder forward two notches — one notch on the No. 4 Remington. Place the pointer at the right figure and make the correction. Whenever an erasure is made, a sheet of paper should always be laid over the top of the basket to catch the paper scrapings and prevent their clogging up the machine. It is seldom that an erasure is allowable. Unless an erasure is made so neatly as to be unobservable except under the closest scrutiny, the page should be rewritten. Remember that a habit of absolute accuracy is worth hundreds of dollars to an operator, for he can command a salary three or four times larger than one who makes mistakes. If you form a careless habit in the beginning, you will probably always keep it. Be sure to start right, then keep right.

If the ribbon is moved too far either forward or backward, the type will not touch the ribbon and there will be no printing. If the small letters strike too near the back edge of the ribbon, the capitals being still further back will not touch the ribbon and therefore will not print.

13. SPACING BETWEEN LINES. In front of the ratchet wheel at the right of the cylinder is a small, irregularly shaped piece called the space gauge. When the space gauge is horizontal and its end points towards you, pulling the lever will move the platen *two* notches

and there will be a *wide* space between the printed lines. Raise the end of the space gauge so it will point upward. Now drawing the lever forward will move the cylinder only *one* notch at a time and there will be a *narrow* space between the lines.

*On No. 3 and on No. 5*, the space gauge is at the right of the upper end of the lever. Move the handle of the space gauge as far to the right as possible, then pulling the lever will move the cylinder forward three notches and there will be a very wide, a triple space, between the printed lines. Raise the lever and move the space gauge as far to the left as you can. The cylinder will now move but one notch, making a single space between lines. To make double space, raise the lever, then place the space gauge so the pin on the lever will rest in the middle notch of the space gauge.

Move the space gauge back and forth several times. Experiment with the lever and space gauge until you thoroughly understand their action.

If the space between lines is not uniform, it is probably because the operator does not pull the lever toward him as far as he can and so makes single space when he ought to make double space, or because he gives the lever a second pull, thus making an extra space between lines. Avoid this. Draw the lever forward *once* as far as it will go, then do not pull the lever again.

14. **LATERAL MOTION OF THE RIBBON.** When the ribbon has been used for some time, a narrow line on the ribbon will be so worn that there will be very little ink left upon it. To present a new part of the ribbon to the type, the ribbon must be moved backward or forward as the case may be. By moving the ribbon you can write first near one edge, then along the middle, and then near the other edge of the ribbon. Above the right spool is a small upright handle. Move the ribbon forward by pulling the handle towards you. Move the ribbon back by pushing the handle from you. It is a good plan to move the ribbon a trifle each day. Begin with the ribbon as near the front as is consistent with good printing, and each day move it back a little. When the ribbon is as far back as it can be and allow the type to strike it, then move it forward each day. In this way the ribbon will be worn evenly instead of in lines.

*On No. 3 and on No. 5*, take hold of the spools and move them backward or forward as desired.

15. **RUBBER BANDS.** Lift the carriage and examine the rubber bands that pass around the ends of the wooden feed-roll and over the pulleys in front of the cylinder. These bands hold the paper firmly against the cylinder so that it moves when the cylinder turns. As the rubber bands stretch with use, a band occasionally slips out of place. This can be easily detected because the paper will not then feed properly, but one end of the sheet will pass

into the machine faster than the other end, causing the lines of writing to run "crooked" instead of horizontally across the paper.

*To replace a band,* stretch it over the upper pulley first; unhook the feed-roll and put the band around the pulley on the feed-roll; then hook the feed-roll. . Observe that the hook passes around the end of the feed-roll like a button hook around a button. By noticing the band that is in place, it will be readily seen how the other band should be adjusted. Roll the cylinder forward to see if the band is all right or to straighten it if twisted.

*To put on new bands.* When a band breaks or stretches so as to be useless, both bands must be removed and two new ones must be put on for the paper will not feed properly if the two bands are unequal in length. Unhook the feed-roll at both ends. Take it off and lay it down without turning it around. Notice that the shaft bearing the upper pulleys rests in a slot at each end. Loosen the screw which fastens the shaft in the left slot, but do not take the screw out. It is so small that it is hard to put back and it is easily lost. Lift the left end of the shaft out of the slot just far enough to allow the old bands to come off. Put on a new band and move it to the right along the pulley shaft, carefully stretching it around the scale below and the envelope holder above. (The envelope holder is fastened to the pulley shaft near its center and curves over the cylinder.) Put the band over the right-hand pulley. Put the other band around the left pulley and around the left end of the scale. Stretch the bands around the pulleys on the feed-roll. Hook the feed-roll, then turn the cylinder forward as previously directed.

Never loosen the screw at the right-hand end of the pulley shaft. The lever will not space properly unless the shaft is held firmly against the very bottom of the right-hand slot. Remember the longer steel end of the feed-roll must always be on the right-hand side or the rubber bands will slip off and trouble ensue.

*On the No. 4 Remington,* simply pull forward the left end of the pulley shaft without loosening any screw.

*On the No. 3 and the No. 5,* the upper pulleys are not connected by a shaft and there is no screw to loosen. After removing the feed-roll, slip the bands off the upper pulleys and draw them out from their guards toward the center of the machine. By noticing how a band comes off, you can tell how a new band should go on.

16. **USE OF THE STOP-COLLAR.** If a wide margin is desired at the left side of the sheet, place the pointer at whatever figure you wish the line to begin. Loosen the screw in the stop-collar and push it to the left until it touches the carriage. Move the carriage out of the way, then fasten the stop-collar firmly so that it cannot be misplaced when struck by the returning carriage.

*On Nos. 3 and 5,* fasten the screw of the stop-collar in one of the holes on the under

side of the back rod. These holes are located respectively at 0, 5, 10, etc. If these holes are used, the stop-collar cannot be knocked out of place by the returning carriage.

17. **ADJUSTMENT OF THE ENVELOPE-HOLDER AND THE BELL-RINGER.** The envelope-holder or paper guide that curves over the center of the cylinder is for the purpose of holding the right-hand side of envelopes, postal cards, or narrow paper close to the cylinder so that they will not be discolored by contact with the inked ribbon. Draw the upper end of the envelope-holder towards you until the lower end nearly touches the cylinder. Guide the upper edge of the paper with the hand until it passes between the envelope-holder and the roller. Be sure that the left edge of the paper is well held by the rubber band at the left, for in this case one band has to do all the work. As the lines will be shorter, the bell should ring earlier than usual. Place the pointer at whatever figure it is desired to have the bell ring. Unscrew the bell-ringer at the end of the rack; move it to the left until it rings, then fasten firmly at the ringing point.

*On the No. 5 Remington,* there are two envelope-holders curving over the cylinder.

Loosen the thumb screw on top of the short, upper scale. As you move the screw to and fro, a bar between the two scales also moves. Notice the notch at the right-hand end of this bar. If you wish a line shorter than usual, for instance one that ends at 50, move the screw so the notch on the bar will be in a line with 50 on the upper scale, then tighten the screw. There are two bell-ringers on the bar, one near the middle and one at the left end of the bar. Lift the left bell-ringer above the round spring that holds it and let it fall on the other side. The carriage will now stop 30 spaces earlier than indicated by the notch on the bar. When not wanted, always keep the left-hand bell-ringer on top of the bar close under the spring.

18. **WHEN A WHOLE LINE IS TO BE PRINTED IN CAPITALS,** the cylinder should be moved back and held there firmly by means of the shifter, a nickel-plated piece underneath the left end of the scale. Lift the shifter and push it back. When small letters are again desired, lift the shifter and pull it forward. On the newest machines, simply lift the shifter for capitals and lower it for small letters.

Shift the cylinder a few times.

19. **UNDERSCORING.** To underscore a word, place the pointer at the figure where the word begins. Depress the upper-case key and strike the underscoring key (same key as figure 6) as many times as the word has letters. If the upper-case key is not held down as far as possible and kept steady, the underscoring mark will not be straight.

Instead of underscoring, a word may be emphasized by striking the space bar alter-

nately with the letters of the word, always remembering to make a double space before and after such a word. A third method is to make each letter darker by striking the keys two or three times while holding the space bar down to keep the carriage from moving. Fourth, prominent words may be written entirely in capitals. Fifth, both capitals and spacing may be employed.

Examples: *Never*, n e v e r, never, NEVER, N E V E R.

When a whole line is to be underscored, lift the shifter and move it back; then make the underscore line by running the carriage from side to side with the left hand while holding down the underscore key or the period with the right hand. In a similar way, but without the shifter, long horizontal lines for tabular statements, etc., may be made by depressing the hyphen and running the carriage back and forth.

20. TO PRINT ABOVE OR BELOW THE LINE. To print above the line, roll the cylinder half a notch backward, and, holding it firmly with the left hand so that the carriage cannot slip to the left, print the required character.

Examples: M<sup>c</sup>, 76°, H<sup>2</sup>O, etc.

To print below the line, roll the cylinder forward half a notch and proceed as before. By rolling the cylinder backward or forward, and at the same time holding down the space key while printing, many combinations can be made, as the Spanish ñ, ò, ù, etc.

FRACTIONS. Fractions can be typewritten in three ways: 2-3,  $\frac{2}{3}$ ,  $\frac{2}{3}$ . To make the last style, the cylinder must be held firmly so the carriage cannot slip to the left before the fraction is finished. Roll the cylinder back half a notch and print the numerator. Roll the cylinder forward half a notch and strike the hyphen. Another half a notch forward, and write the denominator. Then roll the cylinder back half a notch, and the stop-spring will fall into its former place ready for finishing the line. Some make fractions very rapidly in this way. For ordinary work the diagonal is better because easier and quicker.

21. CHANGING RIBBONS. Notice which spool is the fuller and wind all the ribbon upon that spool. Place the latch in the middle groove, or, if there is no middle groove, reverse the ribbon movement. Unpin the ribbon and wind it off on a reel or piece of pasteboard to avoid soiling the fingers. If the ribbon is to be used again, wrap it in tin foil. Always save the tin foil that comes around new ribbons. Pin one end of the new ribbon to the piece of cloth attached to the left spool, placing the pin crosswise, not lengthwise, in the ribbon. Put the latch in the proper groove and wind the ribbon on the spool by turning the handle at the end of the grooved shaft. Pin the other end of the ribbon to the cloth on the right spool. Turn the crank enough to tighten the ribbon; reverse the ribbon movement and the ribbon will be ready for writing.

22. **EXAMINATION OF PARTS.** The keys are attached to long wooden pieces or key levers passing from the front to the back of the machine. Connecting wires extend upward from the wooden key levers and connect with the type bars at the upper rim of the basket. The upper part of each connecting wire is double and its two ends pass through a hole in the type bar. If these wires accidentally unhook, put them in the hole again, and if necessary, pinch them so they will stay hooked.

Each type bar is hinged near its upper end to a hanger. It is important that these hangers be kept free from dust or gum so that the type bars may move freely upon them. Look under the machine and observe the universal bar that crosses the key levers underneath. As a lever is depressed by the striking of a key, it lowers the bar and draws down the connecting rods or wires attached to each end of the universal bar. Observe how the upper ends of these wires are hooked to an iron cross-bar near the back of the machine. If through accident they should get unhooked, it will not be necessary to delay important business while waiting for a machinist to come and repair your machine, for you can put it in order in a moment's time yourself by merely hooking it up. Trace the connection between the center of the iron cross-bar and the spacing dogs under the rack. The part which rocks backward and forward, and to which the dogs are fastened, is called the rocker. Occasionally the swinging ends of the rocker should be oiled and afterward wiped dry with a clean cloth, but avoid loosening the screws. The cross-bar to which the wires are hooked is really a part of the rocker and is called the rocker bar.

*On Nos. 3 and 5, the rack, and not the dogs, is attached to the rocker.*

23. **THE SPACING DOGS.** Turn the typewriter around so that the back of the machine will face you. Lift the rack with the fingers and see how the inner or loose dog jumps to the left. Strike the space bar several times, and notice that each time the dogs move forward the loose dog springs to the left and, on coming back, passes into the next notch of the rack. Lift the rack again and observe that the dogs are just the same distance apart as the teeth of the rack. The motion of the loose dog to the left is stopped by the loose dog stop, a small band passing around the rocker a little over an inch below the dogs.

The left side of the loose dog stop is lined with a leather cushion. If the space between the leather cushion and the loose dog is filled with dust or paper scrapings, the dogs will not move freely and the machine will not work well. Moral: Do not let paper scrapings get into the machine. But if they do, brush them out carefully.


As the leather cushion wears thin, it lets the loose dog move too far to the left. To bring the dogs nearer together, move the dog stop and the loose dog to the right by means of the adjusting screw on the right side of the dog stop. (*Pupils and ordinary operators should let this screw alone.* Teachers, machinists, and those who are naturally careful and exact, can

easily learn to adjust the dogs.) A clamping screw at the middle of the dog stop holds the adjusting screw in place. If necessary, loosen the clamping screw enough to allow the adjusting screw to move a little hard. Then turn the adjusting screw to the left (that is, turn the top of the screw toward you) to draw the dogs nearer together. Remember the dogs should be the same distance apart as the teeth of the rack. To be on the safe side, make them nearer rather than farther apart. Fasten the clamping screw. The tightening of this screw may open the dogs so that the adjusting screw may need turning to the left again. Measure the distance between the dogs by the teeth of the rack. Notice also if the loose dog comes back into the *middle* of the notch between the teeth without catching on either side. If so, fasten the clamping screw so firmly that the adjusting screw cannot be moved.

If the dogs are too close, first open them too wide by turning the adjusting screw to the right or from you, then close the dogs as directed above. The last movement should be that of closing the dogs, not of opening them even in the slightest degree.

*On the Nos. 3 and 5*, the loose dog is the one next to you when facing the dogs, and the adjusting screw is on the right-hand side of the loose dog. Turn this screw to the right to close the dogs, to the left to open them. Take care that the nut on the inside of the dog block is tight.

24. MONTHLY CLEANING AND OILING. It is well to select a certain day in the month, as the 1st or the 15th, and on that day give the machine a special cleaning and oiling. Use a clean, small paint brush to remove the dirt from the hangers and other intricate parts of the machine. If a type bar sticks or does not move freely, brush the hinge with a clean brush wet with benzine, then with a darning needle or a broom straw apply a very little oil on either side of the hinge. Work the type bar up and down until the oil has reached every part of the hinge, then wipe off all of the oil with a clean cloth, or the type bar will soon stick worse than before. Remove the screws from the back wheels or rolls, clean the screws and the screw holes with an oily cloth, then replace the screws, each to its own place, and tighten firmly. Oil the bearings of the upper pulleys, the hook bearings of the feed-roll, the bearings of the grooved shaft and also the shaft which carries the spools. Whenever the bearings of any of the wheels require it, or wherever there is a squeak, oil may be applied, provided all surplus oil is afterward carefully removed. The machine will sometimes move stiffly in shifting from lower to upper case. A drop of oil on each side between the carriage frame and the slide will usually remove the difficulty. Now and then the shaft in front of the basket, to which the shifter is attached, should be oiled at the points where it is supported in the frame. Clean, oil and wipe the bearings of the rocker underneath the dogs. Examine the rocker pivots to see that they do not ~~set loose~~ and allow the spacing rocker to move side-





ways. Occasionally oil the loose dog pin, as it sometimes gets dry, causing the dog to move sluggishly. If necessary, wash out the dirt at the base of the loose dog with benzine or oil. A mixture of two parts oil and one part benzine is excellent for cleaning. Use benzine only and a perfectly clean brush when cleaning the rack or the hangers. If any of the nickel-plated parts show signs of rust, keep them wet with oil for a few hours and then wipe off. Or, remove the rust with powdered pumice and then apply oil.

25. **CARRIAGE TENSION.** When released from the dogs, the carriage is drawn to the left by a leather strap attached to the main spring. A pull of one pound is sufficient to move the carriage promptly to the left if the rods and rolls are cleaned daily with an oily cloth as directed. It is of the utmost importance that the carriage tension should be as light as possible consistent with rapid printing. The work is better, it is less difficult to return the carriage, and the wear and tear of rack and dogs is greatly reduced. If the tension is too weak, the carriage will move sluggishly to the left even though the rods and rolls are clean, and the letters will pile upon each other. To increase the tension, turn the notched wheel at the back of the machine a quarter way round, or until there is the right pull on the tension strap. A pawl, with handle at one end, rests in a notch of the tension wheel. If some one, "wanting to see the wheels go round," has tightened your tension, move the pawl handle back and forth until the wheel stops moving, then turn the wheel handle once and a quarter or once and a half way round if the machine is new. If the machine is old, it may need two or two and a half revolutions. Turn the wheel until the carriage moves promptly to the left when released from the dogs.

*On the No. 3 and the No. 5, the carriage tension wheel is just back of the left spool. The pawl is at the left of the wheel. Remember this tension should not be meddled with.*

26. **FINGER KEY TENSION.** The coiled spring attached to the rocker below the dogs is the finger key tension spring. If the finger key tension is too strong, the keys will strike hard, the machine will shake, and the letters will be more or less out of alignment. If too weak, the keys will not spring up as they should when released, and one letter will fall upon another. It is very important that the finger key tension should not be meddled with, as it is all right when the machine leaves the factory, and if let alone will need no adjustment in a long time. If necessary, however, regulate the tension by the large thumb screw at the left of the spring, turning the screw to the right to increase, or to the left to decrease the tension. Notice just how much you turn the screw, then if you find that the trouble is not with the tension, you can turn the screw back to where it was before. Remember the machine will not work well unless the carriage tension and the finger key tension correspond. They must

be equally weak or equally strong. Very rapid operators need a stronger tension than others.

“WHAT IS THE MATTER WITH MY MACHINE?”

27. IF THE PAPER DOES NOT RUN IN STRAIGHT but one side feeds faster than the other, one of the rubber bands may have slipped off one of the pulleys. Or, there may be rust in the bearing of one of the upper pulleys in front of the cylinder. This is generally the cause of the paper's feeding crooked. Remove the rust with oil. To insure a perfect feed, the bearings of the upper pulleys and the ends of the feed-roll where they turn in the hooks should be kept oiled.

28. IF THE BANDS KEEP SLIPPING OFF THE PULLEYS, it is probably because the longer steel end of the feed-roll is not on the right-hand side. The pulleys on the feed-roll should be exactly opposite the front or upper pulleys.


29. IF THE CARRIAGE MOVES, BUT THE MACHINE DOES NOT PRINT PROPERLY: —

1. You may be at the end of your ribbon.
2. The ribbon may be moved too far backward or forward.
3. The latch may be in the middle groove, or there may be a hole in the ribbon.

30. IF THE CARRIAGE STOPS: —

1. You may be at the end of your ribbon.
2. If the stop-collar is not at the very end of the back rod, it will keep the carriage from returning to zero.
3. If the bell-ringer is not fastened as far to the right as possible, it will stop the carriage before the pointer reaches the left end of the scale.
4. The wires connecting the universal bar with the rocker bar may be unhooked.

31. IF THE CARRIAGE STOPS IN PLACES AND THE LETTERS PILE OVER EACH OTHER: —

1. The front rod may be rusty, dirty, or in need of oil.
  2. The back rod or the rolls may need cleaning.
  3. The stop-collar may be screwed too tightly against the iron frame.
  4. One of the rolls may not turn. Remove the screw and clean off the rust with oil.
  5. The rack may need cleaning.
  6. There may be dirt between the loose dog and the cushion at its base. See Par. 23.
  7. One of the guards that hold the rubber bands in place may be bent so that it collides with the ribbon support or one of the hanger screws.
- 

8. *On the No. 3 and the No. 5 machines*, if the dogs extend too far into the rack on the right-hand side (when facing the dogs), loosen the screw near the right-hand end of the rack, lower that end of the rack, then tighten the screw.

9. The loose dog may need adjusting. See Par. 23. If a machine has been properly cared for but the carriage sticks, the trouble almost always is with the dogs.

10. The tensions may not correspond; one or both may need regulating.

In our school we are frequently annoyed by some one's tightening the carriage tension and thus throwing the machine out of order. Do not tighten the carriage tension when the carriage sticks. Look for the cause elsewhere.

Unless you are something of a machinist and understand thoroughly what to do and how to do it, do not undertake to remedy the last three named difficulties yourself.

Remember that if your machine is properly cared for, kept clean and slightly oiled where necessary, it will do good work for months or years without repairs. If through accident or someone's meddling the machine gets out of order, it is always safer to call on the agent of whom you purchased your machine and get him to set it right for you than to do any experimenting yourself. Those who live at a distance from an agency should write to the agent, explaining the difficulty as fully as possible, sending at the same time a specimen of their defective typewriting. A prompt reply will doubtless acquaint them with the cause of their trouble and its remedy.

32. IF THE CARRIAGE STICKS ONLY WHEN A CERTAIN KEY IS STRUCK, it is probably because there is rust or dirt in the hanger; clean it. See Par. 24.

33. IF ONLY A CERTAIN LETTER FAILS TO PRINT: —

1. The connecting wires may have slipped out of the hole in the end of the type bar. Put them back and pinch them together so that they will stay in place.

2. These wires may be broken. If so, send to the typewriter agency. You can get new wires, new screws, new roller, or any part of the machine you may desire at the agency.

34. IF A CAPITAL PRINTS OUT OF LINE, *or if only a part of a capital prints, or if parts of both capital and small letter are seen*, it is because the upper-case key is not held steadily down as far as it will go while printing the capital. *If only the lower part of the capitals prints or if the capitals do not print at all*, it is because the ribbon is too far back.

35. IF ALL OF THE CAPITALS PRINT OUT OF LINE, all too high or all too low, some one has probably tampered with the large screws just back of the front rod. The small nickel-plated pieces which are held by these screws are used to stop the forward motion of the

front rod. They are called the upper-case shift stops. These stops should never be unscrewed unless all of the capitals are out of alignment, all printing too high or all too low. Care and patience are required to adjust these screws properly. If necessary, however, loosen the screws, and move the stops towards you if the capitals print too high, but from you if they print too low. Tighten the screws and test the adjustment by printing a line of NnNnNn. If the capitals print all right at one end of the line but are too high or too low at the other end, one of the stops is in the right place but the other stop needs further adjustment. When the capitals are properly aligned, make the screws very firm in the stops.

36. IF THERE IS TROUBLE WHEN SPACING: —

1. The slender spring at the base of the space gauge may be moved to the right. It should be as far to the left as possible, and should be in front of the pin that projects from the space gauge.
2. The stop-spring may be displaced. It should be well seated in a notch of the ratchet wheel.
3. The lever will not work properly unless the shaft on which it turns is screwed tightly to the very bottom of the right-hand slot.
4. The screw which fastens the space gauge to the carriage frame may be loose.

37. IF THE SCALES DO NOT CORRESPOND, place the pointer at any figure of the outer scale, at 10 for example, and print some letter. Lift the carriage, loosen the screws at the ends of the inner scale, and move the scale so that the division point at 10 will be directly under the printed letter. Then fasten the screws. When moving the scale sideways, be very careful not to raise or to lower it even a hair's breadth.

38. IF THE INNER SCALE IS TOO HIGH OR TOO LOW, it will be difficult to make a reprint on a preceding line exactly at the right place, and when inserting the date on a letter head the date will not be in a line with the rest of the heading. Print a line, then roll the cylinder back two notches — one notch on the No. 4. Loosen the screws at the end of the inner scale, and move the scale so that the top of the scale will just touch the bottom of the printed line. Be sure that the division points of the scale are exactly under the printed letters, then tighten the screws, but not too tight.

39. ALIGNMENT. One great cause of the lack of alignment in typewriters is that they are not kept properly cleaned and oiled. If the front rod is not oiled every day, the yokes, that rest on this rod will wear loose, allowing the carriage to shake and throwing the letters out of alignment. Loosen the front screw in the yoke, put a single thickness of paper between the yoke and the rod, then pinch the front and the back blocks of the yoke close to the rod and fasten the screw securely. The paper will prevent the yokes pressing the rods

too closely. Should it become necessary to renew the yoke blocks, remove the outer ones first, put on the new ones and move them up against the rod, screwing them on so that the rod is held firm. Then put on the back ones and set them against the rod, interposing a piece of paper to prevent getting them too close. These screws should be turned in firmly to prevent jarring loose.

If only certain letters are out of alignment, the type bars may be bent or slightly sprung out of place. Set the shifter for capitals. Test the letter to be aligned by writing it alternately with N, thus: NANANA, NBNBNB, etc. If A is out of alignment, it will appear higher or lower than N,  $N^A N^A N^A$  or  $N_A N_A N_A$ ; too far to the right or too far to the left, N AN AN A, or NA NA NA. Lift the carriage, depress the key, grasp the type bar lightly with the left hand, loosen the large screw in the hanger a very little so that a slight pressure upon the type bar will move it in any direction. If the letter prints too high, move the type bar slightly from you; but if the letter prints too low, draw the type bar towards you. Move the type bar to the right or to the left as may be required. Tighten the screw and test the alignment. Hold down the space key and strike N. Raise the space key, then depress it and strike the other capital. If the letter is still out of alignment, loosen the screw and try again. It will probably be necessary to make several attempts before succeeding, as a very slight pressure on the type bar will move the type further than expected. When the letter seems to be in a line with N, hold the space key down and print N and then the letter to be aligned. If the letter falls directly over the N, make the large screws very tight and repeat the test. If the letter again falls directly over the N, the alignment is perfect. Remember all letters are aligned to N. Remember to tighten the screw in the hanger each time before testing; and, after the letter is properly aligned, make the screw so firm that the type bar cannot spring out of place again.

38. CONCLUSION. Remember that taking a typewriter apart is a dangerous experiment, and that any meddling with the screws generally makes a machine worse instead of better. Never loosen a screw, never attempt any adjustment of the machine, unless you are sure it is needed and that you know just what should be done and how to do it. In all other cases, consult a machinist or, better still, the agent of whom you purchased the machine. On the other hand, take great pains to understand your typewriter, then you will be able to do many little things for yourself which it would be absurd to ask another to do. A typewriter agent once took a journey of three hundred miles to loosen the screw in the stop-collar. Do not rush for a repairer when you have reached the end of your ribbon. Do not call for a machinist to clean your machine for you.

Study these pages well, and find out what you can and what you cannot do, remembering always that "fools rush in where angels fear to tread."

## PART. II.

# INTRODUCTORY LESSONS.

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### LESSON I.

Each day before beginning to write, spend a few minutes in studying the mechanism of the typewriter. To-day learn the location and use of the principal parts of the machine — the key-board, space-bar, carriage, scale, paper shelf, rollers, etc. Learn also how to insert and take out the paper, and how to return the carriage and to space for a new line.

Insert two sheets at a time, the extra sheet to be used as a backer to prevent the indentation of the paper.

Sit in an erect and comfortable position close to the machine. The fore-arm should be on a level with the key-board, and the hands should be kept continually above the keys as at the piano.

Do not press the keys; strike them with a light, sharp blow as in the staccato movement. **STRIKE ONLY ONE KEY AT A TIME AND LIFT THE FINGER INSTANTLY.** A second key must never be struck until the finger is lifted from the first key. Strike regularly, in even time and with equal force, so that the printed letters may be equally dark.

Use the right thumb for the space bar and the fingers for the letter keys. Let *b* mark the center of the key-board. Strike all keys to the right of *b* with the right hand, and all keys to the left of *b* with the left hand. As a rule, use the right forefinger for *b*. As nearly as possible keep the forefingers over the center keys and the little fingers over the outer keys, then each finger will be near the keys it ought to strike.

In the exercises following, the fingers to be used are indicated by figures placed below the letters. The figure 1 indicates the first finger, 2 the second finger, 3 the third finger and 4 the little finger. Where it would be otherwise doubtful, *R* is used to indicate that the letter above it is to be struck with the right forefinger, *L* denotes the left forefinger. To help the beginner to strike the keys in even time and to aid him in memorizing the key-board, he may in Exercise 1 speak the name of each letter as he writes it. In the other exercises he should think the letter without moving his lips. Practice each line of Exercise 1 a great many times before proceeding to a new line. It is very important that you should learn the key-board so thoroughly that you can see it with your eyes shut, and can strike each letter without the least hesitation. Finish the exercise by writing your name and address, punctuating the same according to the model given below.

#### EXERCISE 1.

qwertyuiop	qwertyuiop	qwertyuiop	qwertyuiop	qwertyuiop	qwertyuiop
4321112234	4321112234	4321112234	4321112234	4321112234	4321112234

asdfghjkl;	asdfghjkl;	asdfghjkl;	asdfghjkl;	asdfghjkl;	asdfghjkl;
4321112234	4321112234	4321112234	4321112234	4321112234	4321112234

zxcvbnm,/	zxcvbnm,/	zxcvbnm,/	zxcvbnm,/	zxcvbnm,/	zxcvbnm,/	aeiou
432111 234	432111 234	432111 234	432111 234	432111 234	432111 234	42231

(1)

abcdefghi	abcdefghi	abcdefghi	abcdefghi	abcdefghi	abcdefghi	aeiou
411232112	411232112	411232112	411232112	411232112	411232112	42231

jklmnopqr	jklmnopqr	jklmnopqr	jklmnopqr	jklmnopqr	jklmnopqr	uoiea
123213441	123213441	123213441	123213441	123213441	123213441	13224

stuvwxyz	stuvwxyz	stuvwxyz	stuvwxyz	stuvwxyz	stuvwxyz	stuvwxyz
31113213	31113213	31113213	31113213	31113213	31113213	31113213

Learn from Part I. how to make capitals and the period.

Arthur J. Barnes, St. Louis, Mo. Write your name and address here.

*After removing the paper, cover the machine to keep it free from dust.*

## LESSON II.

To-day study the ribbon movement, and learn how to reverse it. Learn also how to lift the carriage to examine work.

Be careful to strike the keys with a light springing blow. Do not hold the finger down, but lift it immediately after striking a key. If two keys are struck at the same time, the type will clash and the type bars may be bent, throwing the letters out of alignment; that is, causing them to be printed out of their proper place. If a second letter is struck before the first key has been fairly released, the printed letters will be too close to each other. Move the fingers with a steady up and down movement as when playing notes of equal length on the piano. Make a special effort when striking keys with the weaker fingers, so that the printed letters may be equally distinct. Do not be troubled if the third finger seems stiff and weak at first; practice will strengthen and limber it. Besides the typewriting drill, bending it back and forth occasionally will render it more pliable. Bathing the finger joints with vaseline or glycerine tends to make them more flexible.

As all hands are not equally flexible, it has been thought best to give two methods of fingering in the following exercises. Wherever these two methods differ in point of fingering, two figures are found under the same letter. Pianists and those whose fingers are strong and flexible may follow the lower figure, but those who cannot print distinctly with the little finger should follow the upper figure. Each method of fingering finds its advocates among experts who are able to write with wonderful rapidity and accuracy when blindfolded. The truth is, some can and others cannot use the little finger to advantage. Nearly all can and should learn to use the third finger. Select either the ordinary method or the four finger method and adhere to it. Do not change from one to the other.

In Exercise 2, fill one line with "you," another line with "are;" then write the combination "you are" again and again until you have learned the fingering of these words perfectly and until you have written five lines in succession not only without a single error, but with evenness of touch. If one letter is printed too faint and another too dark, the page will have a spotted, untidy appearance.

Do not try to write fast, but write correctly. Speed is the outgrowth of long and accurate practice. *Write every exercise as though it were to be put on exhibition.*

## EXERCISE 2.

you are	he was	saw him	did for	let us	hear say
132 312	12 232	232 121	222 121	321 12	123 123 1
4	343	343	3	3	4 34
see how	had been	from hope	were here	done soon	give much
322 123	132 1221	1221 1232	3212 1212	2212 2221	1212 2111
3	4	3 34		3 333	
not now	long time	send some	more goods	well since	told when
121 123	3211 1212	3212 2212	2312 12223	3233 22112	1232 3121
3 3		33	33	3	34
the them	then they	this that	these those	there their	think thank
112 1122	1121 1121	1122 1131	11232 11232	11212 11221	11212 11312
		3 4			4
may can	must have	came gone	will shall	might could	would should
231 131	2121 1312	1322 1212	3233 21333	12111 12132	32132 213232
4 4	3 4	4 3	3 4	3	3 3

## SENTENCE PRACTICE COMBINING FINGERED WORDS.

Write each sentence below many times. Strike the punctuation keys very lightly, and make two spaces between sentences. Except when begun with a capital letter, finger each word as in the preceding exercise. After practicing each sentence, write the whole exercise again and see how many sentences you can write without striking a wrong key.

I see you are here. Do I not see that you are here? Have you been here a long time? You say that you have been here a long time. How long will you be here at this time? I hope that you will be here a long time. How did I hear that you would be here? They told me that you would be here at this time. Have you been to see them? Do you think you will go to see them? I think I will go to see them soon. When did you hear from them? Let us hear from you soon. May we not hear from you soon? Will you say when we may hear from you? When did you say that we could hear from you? If he saw them



he will say so. I think he saw them when they were here. We will hear from him if he saw them. When he came they had not gone. When he came they had been gone a long time. He told me that they had gone too soon. They have done well since they have been here. They have not done well since they have been here. Did you not say that they had done much good there? They might do much more good now. We hope they will do as much good as they can at this time. We thank them for the good they have done us. They did some good then, but they have done much more good since that time. We shall give them our thanks. We must thank them for those goods they sent us. I should think you would thank them. If you do not send them their goods now, when will you send them? I do not see how you can think so when you see the good they have done. I might have done as well as they did. How long is it since they came here? It is a long time since they came. We would say much more if we had the time. When we saw them there, we told them how much and how well you had done. If you think well of it, they will send you these goods. He told you that he would send the goods there. He told them that those were given to him. I think these are theirs. I will thank them for you when I see them. I have told him that you think he has done well.

Sentence containing the whole alphabet:

Frowzy quacks vex, jump, and blight.

*Wipe all the nickel parts of the machine with a soft cotton cloth to remove moisture and finger marks and thus prevent rust. Cover up the machine to protect it from dust and moisture.*

### LESSON III.

Learn how to place the pointer at any desired figure of the scale.

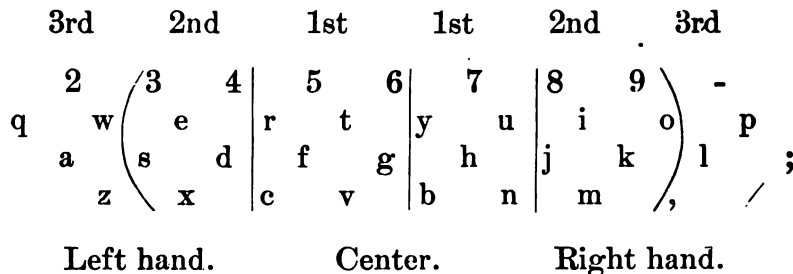
#### WORD PRACTICE.

It has been said that 120 words make up fully one-half of ordinary speech. Learning to finger these words correctly and quickly means then the rapid writing of half the words used in common conversation. These and other words are given for practice in the fingered exercises.

The method on which the fingering is based is shown in the following diagrams and rules:

#### DIAGRAM OF KEY-BOARD OF REMINGTON NO. 2.

Fingers to be used.



**RULE 1.** At the beginning of words and when one hand takes up the spelling of the other, strike the key with the finger assigned to it in the diagram.

**RULE 2.** When the same hand is required to print two or more letters in succession, use the assigned finger for the first letter, and for the other letters use the different fingers as may be most convenient without regard to the assignment in the diagram.

**RULE 3.** After striking a first-finger key, if another key on the same side and nearer the center of the key-board remains to be struck, use the first finger of the other hand, or else strike two consecutive keys with the same finger as may be most convenient.

**RULE 4.** Words in common use should always be fingered in exactly the same way. The fingers then will learn the words as they learn a melody on the piano and will write them with almost no effort on the part of the brain.

**Exceptions to Rule 1.** — Begin the combinations de and ml with the first finger; cr, wa, rt, and un with the second finger; se, oun, and kin with the third finger. Writing the sentence, "Seven dear kind-hearted uncles of mine found water-cresses" will impress the fingering of these exceptions upon the mind.

The left central keys are sometimes struck with the right forefinger and vice versa.

## FOUR FINGER METHOD.

Fingers to be used.

4th	3d	2d	2 or 1	1st	1st	2 or 1	2nd	3d	4th
q	2	3	4	5	6	7	8	9	-
a	w	e	r	t	y	u	i	o	p
z	s	d	f	g	h	j	k	l	;
	x	c	v	b	n	m	,	/	

The preceding rules apply to this method. Exceptions: Begin *de* with the first finger, *sw* with the second and *kin* with the third finger. Use first or second finger on *c* as is most convenient.

In Exercise 3 learn the fingering of the first two words and write a line of each, then write one word after the other, thus: **and able and able and able**, etc., until you have written several lines in succession without an error. Practice the next two words in the same way, and so on through the list of words. Practice these words until you can write them with your eyes shut, and until you know them so well that when you meet them in future sentences the fingers will instinctively find the right keys, and the words will be easily and correctly written with very little mental effort.

## EXERCISE 3.

and	able	about	city	date	early	favor	facts
3 1 2	3 1 3 2	3 1 3 2 1	1 2 1 1	2 3 1 2	2 3 1 3 1	1 3 1 2 1	1 3 1 R 2
4	4		2	4	4	4 3	4 2 1 3
first	hand	land	last	many*	mean	most	near
1 2 1 2 1	1 3 1 2	3 3 1 2	3 3 2 1	2 3 1 L	2 2 3 1	2 3 2 1	1 2 3 1
3	4	4	4 3	4	4	3	4
new	noted	order	part	please	quite	reply	right
1 2 3	1 3 1 2 1	2 1 2 2 1	3 3 2 1	3 2 2 3 2 1	3 1 2 1 2	1 2 3 2 1	1 2 1 1 1
		3 †	4 4	4 3 4 3 2	4	4 3	
sold	sorry	thing	tried	work	where	with	your
2 2 3 2	2 2 1 1 1	1 1 2 1 1	1 2 2 2 1	3 2 1 2	3 1 2 1 2	3 2 1 1	1 3 2 1
3 3	3 3			3			

\* See Rule 3.

† Sometimes it is well to use the same finger on two consecutive keys.

## SENTENCE PRACTICE COMBINING FINGERED WORDS.

Write each sentence many times.

Please favor us with an early reply. Your favor is at hand. Your order has been noted. Where is your work? It is quite near this part of the city. Please let me hear from you at an early date. Please give me the facts about the land. We mean to do most of the work. They were here first and we came last. He will soon be able to work. We have tried to go about the city. Many things have been tried, but not much has been done. Most of us are quite sorry that the land has been sold. Where have they been since we last saw them? It is a new thing and we mean to do as much as we can for it. We shall try to do the right thing about the land. Many have told us that they mean well, but we think they have not tried to do right. We must order some more goods. The new goods have come to hand. We are sorry about this. It is quite right that they should do the work. The city is near us. Please give us the facts. What do you think they mean? He tried to reply to you. He means to give us an order as soon as he is able. The new part of the city is quite near them. We were sorry when the land was first sold. You and I will soon be old. The last date is right. Most of the city are in favor of the new work. We have tried to do our part. He is able to do more than most of us. Can we do something for you? He has told us many things about the new city. We have tried to work where we could do the most good. If you please, we will work with you. These facts do not please us. They mean much to us. We are sorry these things are so. They mean to do right and we are pleased with them.

Alphabet sentence

Pack my box with five dozen liquor jugs.

Write the preceding sentences once again and see how many of them you can write without striking a wrong key. *Wipe the machine with a soft cotton cloth and cover it up.*

#### LESSON IV.

Study directions in regard to the cleaning of the typewriter. Clean the machine before writing on it to-day.

Pay a great deal of attention to the fingering of the words. Words of frequent occurrence should always be fingered in the same way, and thus the fingers will soon strike the right keys almost mechanically. As a rule, the center keys should be struck with the first finger, the outer rows of small letters should be struck with the third finger, and the intervening keys with the second finger. If you keep your hands in the proper place over the key-board, you will find it easier to finger correctly, because each finger will be near the keys it should strike, and will be naturally used upon those keys. Remember to strike the space-bar with the right thumb.

*In all the word exercises* take two or three words at a time. First write a line of each word, then write the two words alternately again and again, until you not only know the fingering thoroughly, but until you can write several lines in succession without an error or a hesitation.

#### EXERCISE 4.

always 3 3 2 3 1 2 4 3 4 3	answer 3 1 2 3 2 1 4	before 1 2 1 2 1 2 3	busy 1 2 2 1 3	chance 1 1 3 1 1 2 4	charge 1 1 3 1 R 2 4	doubt 2 2 1 L 2 3 2 1 1
every 2 1 2 1 1	few 1 2 3	find 1 2 1 2	great 1 2 2 3 1 3 4	grant 1 2 3 1 1 4	hold 1 2 3 2	kept 2 2 3 1 4
know 2 1 3 3	letter 3 2 1 1 2 1	learn 3 2 3 1 1 4	likely 3 2 3 2 3 1	little 3 2 1 1 3 2	makes 2 3 2 2 3 4	money 2 3 1 2 1
month 2 3 1 1 1	next 1 2 3 1	only 2 1 3 1 3	ought 2 1 1 1 1 3	offer. 2 1 1 2 1 3	place 3 2 3 1 2 4 3 4	prompt 3 1 2 1 3 1 4 3 4
short 2 1 3 2 1 3	truth 1 2 1 1 1	twice 1 3 2 1 2	week 3 2 2 2	wish 3 2 2 1 3	what 3 1 3 1 4	while 3 1 2 3 2

## SENTENCE PRACTICE COMBINING FINGERED WORDS.

Write each sentence many times.

Always tell the truth. Your answer should be prompt and short. Next month he will come here twice a week. I would grant him the favor if I were in your place. We were so busy that we had no chance to see you last week. I wish you would let me know if he makes you the offer. The charge is too great. It is quite likely that he has kept the place. You ought not to doubt him for he always tells the truth. We had told him many good things about you before you came. What will you do if you are not able to hold the place? While many of them have had chances, only a few have learned what will do them good. He told us a great many things that were new to us, and we were much pleased to hear them. We can go to the city only twice a month. It is only a little while before you must go. His letter was very short, but it was quite good. Only a few make much money. Most of us must learn to do with a little. I think she will find that she is not able to make them the offer. No one can take his place. We have known him only a short time. In the meanwhile you may work at these things. We sent him a letter the first of the month. We shall be quite busy this month. What does he mean? If you wish to make money, you must work for it. Will you hand him this letter for me? Please favor me with the facts in the case. He offers too little money for the place. The truth is he can not learn much while here. Do you know anything about the land grant? There is a good chance to make money in that city. He ought to do well in that place. I

told him in my letter that you would like the land, and that you wished a prompt reply. She knows what he ought to offer her for the place. No doubt he will try to please you. You will find that he has charged you too much. I hope that she will keep her place. She will find the money order in her letter. I shall tell him everything I know about it. Every one thinks the charge is too great. There are only a few letters to be sent. Every letter has been answered.

Alphabet sentence:

Please give the money box to Dr. J. Z. Quack's wife.

Write as many of the foregoing sentences as possible without making an error. *Rub the nickel parts of the machine well before covering.*

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## LESSON V.

Learn how to make wide or narrow space between lines.

### RE-INSERTION OF PRINTED SHEETS.

To continue writing on a page that is partly written, put the paper into the machine and notice if the beginning of the line coincides with the beginning of the scale; if not, pull the paper to the right or to the left until the first letter of the line is over the first division of the scale. This will make the left-hand margin even. The letters should be exactly over the division points of the scale and not over the spaces between the points. Turn the platen forward until you come to the last line of writing, then pull the paper down so that the bottom of the last line will just touch the top of the scale. Place the pointer at the proper figure. Turn the platen forward two notches and finish the last line. If, however, the last line is ended, move the lever forward for a new line.

Be careful to strike the punctuation marks very lightly. Make no space between a word and the following punctuation mark, but make one space after the punctuation mark, and between sentences make two spaces. Always finger exactly according to the figures. Never allow yourself to make a mistake, but form a habit of perfect accuracy from the first. Practice each word until you can write it correctly and easily without looking at the keyboard. *Have you cleaned your machine? Remember it must be cleaned every day before writing.*

## EXERCISE 5.

con	mis	ful	ing	ment	ness	ted	sion	tion	self
1 2 1	1 2 2	1 1 3	2 1 1	2 2 1 1	1 2 3 3	1 2 1	2 2 3 1	1 2 3 1	3 2 3 1
3	3						3		
after	ability	again	amount	bill	check	dear			
3 1 R 2 1	3 1 2 3 2 1 1	3 R 3 2 1	3 2 3 2 1 1	1 2 3 3	1 1 2 1 2	1 2 3 1			
4	4	4 4	4			4			
delay	during	inclosed	further	glad	hard	home			
1 2 3 3 1	2 1 1 2 1 1	2 1 1 3 2 3 2 1	1 1 2 1 1 2 1	1 3 3 2	1 3 1 2	1 3 1 2			
4				4	4				
kind	less	look	neither	noted	often	rest			
3 2 1 2	3 2 3 3	3 2 2 1	1 2 2 1 1 2 1	1 3 1 2 1	2 1 1 2 1	1 2 3 1			
					3				
ready	receive	remain	sir	ship	sure	take			
1 2 3 2 1	1 2 1 2 2 1 2	1 2 2 3 2 1	2 2 1	2 1 2 3	2 1 1 2	1 3 2 2			
4		4	3	3 4	3	4			
trouble	to-day	to-night	truly	very	where	write			
1 2 2 1 L 3 2	1 2 3 2 3 1	1 2 3 1 2 1 1 1	1 2 1 3 1	1 2 1 1	3 1 2 1 2	3 1 2 1 2			
3 2 1	3 4 2 4	3 4							

## SENTENCE PRACTICE COMBINING FINGERED WORDS.

Write each sentence many times.

We will ship you the rest of the meat to-day. Your check is received. Many thanks for the same. After you have gone home will you take the trouble to write to us? He is a man of great ability. We are glad to know that times are not as hard as they have been. We hope there will be no further delay in shipping the goods. Please fill out this check for me. She will remain at home during the rest of the month. We shall soon be ready to receive them. Please do not take the trouble to look for it any more. We find that we have made a mistake. Inclosed please find check for the amount due you. Your favor

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with money order is received. Many thanks for your promptness. Enclosed please find receipt. He has had a hard time. He has been confined at home so many weeks. We thank you for your kindness. This amount is less than it ought to be. You may send him the bill again. Dear Sir: Yours received and noted. I am thankful that neither of us made the mistake. I am very sure that he will go home to-night. Hoping to hear from you again soon, I remain, very truly yours. We will surely write you often. You should be very thankful for his kindness. Are you ready for the shipment? I hear he has gone on a mission. I have no notion that he will trouble us again. Can you tell me where she is? Please give us your attention. Will you please write this letter again? Where are you going to-night?

Alphabet sentence:

The quick, brown fox jumps over the lazy dog.

See if you can write the first half of the foregoing sentences without striking a wrong key; then try the other half.

Take your paper out of the machine and notice whether the punctuation marks are light, or heavy and ugly looking. Can you see the marks made by the period on the back side of the sheet? If so, write the exercise again; continue writing it until you can produce a neat copy whose unwritten side will not show any marks of the punctuation points. *Rub the nickel parts of the machine before covering.*

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## LESSON VI.

Study the lateral motion of the ribbon. Remember the typewriter should be cleaned the first thing every morning before writing on it. It will do better work and will last longer if properly cared for. Your employer will prize you more highly and will pay you better if he sees that you are careful about his property. Be faithful in small matters as well as in great, and it will not only increase your self-respect, but will pay you in dollars and cents.

Write the words in the following exercise until you can finger them *correctly, easily and rapidly* before beginning the sentence practice. It is very important that you learn to write these words without looking at the key-board.

## EXERCISE 6.

account	allow	another	apply	because	beside	business
3 1 1 3 2 1 1	3 3 3 2 3	3 1 3 1 1 2 1	3 3 3 2 1	1 2 1 3 1 3 2	1 2 3 2 1 2	1 2 2 2 1 2 3 3
4	4	4	4 4 4 3	4		3
balance	decide	duties	except	former	forward	happy
1 3 3 3 1 1 2	1 2 1 2 1 2	2 1 1 2 2 3	2 3 1 2 3 1	1 2 1 2 2 1	1 2 1 2 3 1 2	1 3 3 3 1.
4 4			4	3	3 3 4	4 4 4
inform	intend	large	market	matter	nothing	oblige
2 1 1 2 1 2	2 1 1 2 1 2	3 3 1 R 2	2 3 1 2 2 1	2 3 1 1 2 1	1 3 1 1 2 1 1	2 L 3 2 1 2
3		4	4	4		3
prices	pretty	prevent	raise	regard	report	secure
3 1 2 1 2 3	3 1 2 1 1 1	3 1 2 1 2 1 1	1 3 2 3 2	1 2 R 3 1 2	1 2 3 2 2 1	3 2 1 1 1 2
4	4	4	4	4	4 3	
several	suppose	return	toward	under	unless	which
3 2 1 2 1 3 3	2 1 3 3 2 3 2	1 2 1 1 1 1	1 2 2 3 1 2	2 1 1 2 1	2 1 3 2 3 3	3 1 2 1 1
4	3 4 4 3		3 3 4			

## SENTENCE PRACTICE COMBINING FINGERED WORDS.

Write each sentence many times.

I am happy to inform you that we are doing a large business and will be glad to receive further orders from you. Enclosed I send you a check for \$40 which please apply to my account. There is very little change in prices. There is nothing new in the market reports. You will oblige me greatly if you will forward the goods at once. The duties are pretty large, and I suppose that we shall be obliged to raise the price on the balance of the shipment. We cannot allow you much on that order. Several of them have decided to return to-night. Please accept this little present. He sold all of the land except one small lot. We intend to prevent his securing the order, because we think it ought not to be given to him. Unless prices can be raised in some way he will go under. I am sure that he will undertake the business. Show kindness one toward another.

Besides this, there are other matters to be thought of. In regard to the former matter of which you spoke, we have nothing to say.

Write the above exercise once without striking a wrong key. Do not attempt erasures. Except in rare instances erasures are not allowable. Practice one of the sentences until you can write it correctly without looking at the key-board.

## LESSON VII.

Keep the typewriter clean. Strike evenly, then your work will look well. Never allow yourself to strike a wrong letter. Make all your writing as perfect as though it were to be paid for.

Avoid lifting the carriage to examine your work. It wastes your time, retards your speed, and is a bad habit to form. Put your whole mind on your work and strive to write accurately. When you have reached the end of a page or an exercise, then, and only then, take time to look at your writing. Examine it critically. If you find errors in it, or if the printing is uneven, write it again. Criticise, correct, and rewrite until you get a perfect copy of each exercise.

### PARAGRAPHING.

A paragraph may consist of one sentence, or of several sentences relating to the same subject or to the same division of the subject. For every change of a subject there must be a new paragraph.

Begin each paragraph with the pointer at five. Some operators paragraph at ten, but this practice is not to be commended. In printed matter paragraphs are indented only slightly. Examine the paragraphs in a book or newspaper. Notice how the subject changes with each paragraph, and how much the first word of each paragraph is indented.

### EXERCISE 7.

advance advise	assist	attention careful	company consider
3 2 1 3 1 1 2 3 2 1 2 3 2	3 2 2 2 2 1	3 1 1 2 1 1 2 3 1 1 3 1 2 1 1 3	1 2 1 3 3 1 1 1 2 1 2 2 1 2 1
4 4 4	4 3 3 3	4	3 4 3 3
continue credit	dispose	draft	efforts esteem expense
1 2 1 1 2 1 2 2 2 1 2 1 2 1	2 2 2 3 2 3 2	2 1 3 1 R	2 1 1 2 2 1 3 2 3 1 2 2 2 2 3 3 2 1 3 2
3	3 4 3	4	3 4
furnish guarantee	immediate	important	improve invest possible
1 1 1 1 2 2 1 1 1 3 1 3 1 1 2 2	2 1 1 2 1 2 3 1 2	2 1 3 2 2 1 3 1 1 2 1 3 1 2 1 2	2 1 1 2 3 1 3 2 2 2 2 1 3 2
3 4 4	4	4	3 4 3 3
probable prompt	purchase quick	request satisfy	solicit
3 1 2 1 3 1 3 2 3 1 2 1 3 1	3 1 1 2 1 3 2 1 3 1 2 1 2	1 2 3 1 2 3 1 2 3 1 2 2 1 1	2 2 3 2 1 2 1
4 3 4 4 3	4 4 3 2 4	4 3 4 3	3 3
special strict	state	success	thorough transact waiting
2 3 2 1 2 3 3 2 1 2 2 1 R	2 1 3 1 2	2 1 1 1 2 3 3	1 1 2 1 2 1 1 1 R 1 3 1 2 3 1 R 2 3 2 1 2 1 1
3 4 4 3 2 1	3 4	3	3 3 1 2 4 3 4 2 1 3 4

SENTENCE PRACTICE COMBINING FINGERED WORDS.

Write each sentence many times. Then write all once through without striking a wrong key.

The company considers the matter very important, and requests that you give it your immediate attention. They will spare neither efforts nor expense to satisfy you. He is a thorough business man, and is sure to meet with success. If possible, will you please assist him in the transaction of this business. He stated that they were going to make important improvements in the factory. He is not disposed to wait longer before investing. He advises us to continue furnishing them goods on credit. We will advance the money. They will give prompt and careful attention to all your requests. The purchasers require a special guarantee.

Make five correct copies of the following letter.  
Use small l for the figure one, and capital O for zero.

Dear Sir :

Your favor is at hand and contents noted. In reply would say that we do not wish any more New Orleans syrup at present.

We are sorry that you had so much trouble in filling our last order. The goods came to-day and we are very much pleased with them. Enclosed please find check for \$152.40 in payment of the same.

Thanking you for your kindness, I remain,

Yours truly,

1 enclosure.

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## LESSON VIII.

Learn how to put on rubber bands. Remember to clean your typewriter every morning. Practice the words in the exercise until the fingering becomes mechanical and until you can write each word correctly and easily *without looking at the key-board.*

## EXERCISE 8.

agent	almost	always	arrange	believe	better	commence
3R211	332321	332312	31131121232212121121			12112112
4	4 3	4 34 3	4 4			3
correct	desire	different	discount	entire	excellent	examine
121121R	123212	221121211	22213211	211212	231233211	2231212
3			3			234
expect	explain	express	friend	general	interest	introduce
23321R	2332321	2331233	122212	121213321121231	211222112	
4	434	4		4		3
knowledge	manage	notice	number	opinion	present	profit
2133321R2	2313R2	131212	122121	2311231	3123211	312121
	4 41			34	4	4 3
promise	property	reason	refuse	render	require	settle
3121232	31232111	123221	121132	121121	1231212	321132
4 3	4 34	4 33			4	

## SENTENCE PRACTICE COMBINING FINGERED WORDS.

Write each sentence many times, then make one correct copy of the whole.

They are almost always correct in their statements. Our general agent expects to pass through your state soon, and will then explain matters fully to you. We see no reason why he should refuse to settle his account. His knowledge of the business is excellent, and he promises to manage the property to our entire satisfaction. Let me introduce you to my friend. We noticed that there was a great number present. We desire to express our thanks for the friendly interest

shown us. We believe there will be better prices and larger profits. The arrangement is excellent. He has commenced work again. Please examine the property carefully, and let us know your opinion of it. We must have larger discounts or we cannot afford to take the agency. He has not yet rendered a satisfactory account of his management of the property. I believe there is a difference of opinion. He has given several different reasons, and they are all excellent. Send the goods immediately by express. We have allowed him twenty-five per cent. discount.

*Polish your typewriter with a soft cotton cloth and cover it.*

## LESSON IX.

Learn the use of the envelope holder and the stop-collar or marginal stop. Fill ten lines with each of the following words.

### EXERCISE 9.

addition	anxious	appear	attend	between	circular	committee
32221231	3122312	333231	311212	1213221	12121331	121121122
4	433	4444	4		4	3
communicate	consequent	considerably	demand	descriptive	determine	difficult
12112121312	1213231211	121221213131	122312	12321231212	121211212	221121131
3	434	334	4	4		
establish	evident	execute	extensive	facility	freight	however
231313221	2121211	2321112	231212212	13123211	1232111	1332121
43			3	4		
illustrate	increase	independent	individual	influence	necessary	occasion
2331212312	21212321	21123211211	2122122133	211312112	121222311	21132231
34	432	4	4		334	343
ordinary	original	previous	quality	sincere	supply	usual
21221311	21212133	31212312	3133211	2211212	213321	12133
34	34	4	44	3	3443	34

## SENTENCE PRACTICE COMBINING FINGERED WORDS.

Write each sentence many times. Remember to use small l for the figure one and capital O for zero.

Enclosed we send you our descriptive circular and illustrated price-list. He is anxious to appear well before the committee. It is quite necessary, however, to establish communication between the different points. With their extensive property and increased facilities, the company is no longer dependent upon individual influence. It is evident that this is no ordinary difficulty. He has determined upon his course of action. He knows how to execute, consequently there will be no trouble on this occasion. Will you send by freight or by express? The original loan was \$10,000. The executive committee will attend to the matter. In addition to the amount invested during the year 1881, the company invested \$114,000 in city bonds. The increase in the amount of loans and investments was \$3,150,149.26, or \$812,074.11 more than was invested during any previous year. The demand is considerably greater than the supply. We guarantee the quality of our goods. You can have the usual discounts. We thank you sincerely for your kindness.

Make ten correct copies of the following letter. Remember to begin each paragraph at 5.

Dear Sir :

Your esteemed favor of the 3rd inst. enclosing draft is received, and the amount, \$105.10, placed to your credit. Many thanks for your kindness in remitting so promptly.

We send you to-day our latest price-list, to which we beg to call your

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especial attention. We guarantee all goods that we furnish to be strictly first-class in every respect. We would advise you to purchase quickly, as we think it probable that prices will advance shortly. Soliciting a continuance of your orders, and assuring you that your request for anything in our line will receive our prompt and careful attention, we remain,

Yours respectfully,

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## LESSON X.

Review the diagram and rules for fingering given in Lesson 3. Study and write down the best fingering for the following words. Learn their meaning and use.

### COMMERCIAL AND TECHNICAL WORDS.

abstract	ad valorem	affidavit	ampere†	annuity	assessment
appellant	assignee	auditor	assets	broker	collateral
charter	commercial	commutator†	coupon	consignee	circumstantial
colonel	defendant	demurrage	drawee	discount	differential
deposition	dividend	disburse	dynamo†	election	electric
electro†	fraternal	gear	indemnity	indictment	indorse
inventory	invoice	judicial	liabilities	litigation	mortgage
memoranda	merchandise	motor†	negotiable	plaintiff	pinion
policy	profitable	pro rata	promissory	register	rebate
remittance	subpoena	tariff	traffic	volt†	warranty

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† Electrical terms.



## FINGERING, WRITING BY TOUCH.

Hereafter the exercises will not be fingered, but the pupil will be expected to think out the fingering for himself according to the principles given in previous lessons. Make the head help the hands. Finger in such a way as to cause the least possible motion of the hands. Then make the hands help the head. Always finger the same word in the same way so that the fingers will learn the words and will write them almost unconsciously. Do not allow yourself to be careless in the matter of fingering or to think that it makes no difference how you finger words. While there is some difference of opinion as well as of practice among rapid operators of the typewriter, yet, as a rule, the most expert are those who have paid the most attention to correct fingering. Mr. McBride, who has gained a national reputation by his rapid writing when blindfolded, says: "Work on a system. Study the board to save time, and never allow one finger to get in the way of another." Do not strike the keys as it happens, but strike them "systematically, intelligently and in such a way as to save effort. You must create a chain of communication between the brain and fingers, and make them act in harmony with each other, and let me tell you, when once this has been accomplished the effort becomes purely mechanical; the brain ceases to occupy the position of guide, for the fingers take up the task. Relieve the brain all you can of a large portion of its effort, thus causing the operator to tire less easily and the working of the instrument to be reduced to a minimum so far as the wear and tear of the operator is concerned. At the same time, speed will come unawares, and the ability to write without looking at the key-board will assert itself."

Use as many fingers as you can and produce evenly printed work. To strengthen the third finger, spend a few minutes each day, not in writing words, but in striking keys alternately with the third and first finger, then with the third and second finger, etc. Continue this practice until you form a habit of printing as distinctly with the third as with any other finger. The well-known expert, Mr. McGurrin, says: "All the fingers should be used. This plan lessens fatigue, tends to increase both speed and accuracy, and helps greatly in writing by touch."

To learn to write by touch, that is, with only an occasional glance at the key-board, sit directly in front of the machine. Keep the hands as nearly as possible in one position over the key-board. When striking the space key with one hand, keep the location of the keys with the other. Write very slowly at first, and after every two or three words glance at the fingers to see if they are on the right keys. As you continue to practice, look less and less at the key-board, only often enough to make sure that you are writing accurately. When you can write the whole exercise without once looking at the fingers, then begin to increase your speed, but very gradually, that you may not fall into error. Of the value of writing by touch, Mr. McGurrin says: Operating the typewriter without looking at the key-board is not merely an ornamental accomplishment, but one exceedingly useful to all operators, especially to those having copying to do. The stenographer having this ability can copy his notes as fast and as easily as he can dictate them to another operator, and so save the trouble, delay and expense of securing operators to take dictation. To the copyist four hours out of eight are saved, the work rendered pleasant and easy, and accuracy is secured. The ability to operate without looking at the key-board possesses so many advantages in saving of time, labor and expense, in lessening the liability to make errors, and is so comparatively easy of attainment that in the near future operators who can do it will be the rule and not the exception. One finger of each hand should always be left to rest on some one key, and from this the other fingers will readily find any key desired. The same word should always be fingered in exactly the same manner, and thus the fingers will soon find the keys almost mechanically.


Make three correct copies of each paragraph in the following article, then make one perfect copy of the whole.

### ACCURACY AND NEATNESS.

Typewriting is worth little or nothing unless it is neat and accurate. Nobody wants slovenly work, smutty pages, bad spelling, or sentences made senseless by the careless omission of words. An operator who can copy page

after page neatly without omitting a letter or striking a wrong key is always in demand. The salary of an operator depends fully as much upon his neatness and accuracy as upon his speed. Speed is worth nothing without accuracy, but accuracy is worth something without speed. Those experts who astonish the world by their exhibitions of wonderful speed are those who have paid the greatest attention to accuracy. When writing 150 words a minute before a critical audience, they have no time to make erasures or to correct errors. Their work must be inspected as it was first written, and must be without an error to escape criticism. One of these experts says: "Those who are writing for speed should not write any faster than they can write correctly. A business man would rather have you spend 30 minutes in writing a document for him and have you write it correctly, than have you write the same matter in 15 minutes with one mistake on the paper. Whenever you make a mistake in writing a word you lose speed, because you have to write that word over several times before you can gain the power to write it correctly which you had before you made the mistake. It is well to crowd speed, that is, to work energetically, but never push your speed beyond the bounds of accuracy. Accuracy must come first always."

Beware of erasures. In most business houses letter-press copies are taken, and a new copying ribbon is so moist with ink that it is almost impossible to make a neat erasure when using it. One single erasure will spoil the looks of a whole page and prove a great annoyance to an employer. Erasures, moreover, clog up the machine with paper scrapings. Start out with the idea that you are not going to make erasures. If you strike a wrong letter, begin again. In rare instances



corrections must be made. But they are only allowable under exceptional circumstances, when there is an unusual pressure of work or when an unexpected emergency arises. At such a time, a habit of carefulness will be of the greatest value and will enable you to send out creditable, if not absolutely perfect work. All ordinary work should be without an error.

Work may be accurate and yet not be neat. Avoid smutting the paper. When the ribbon is new or when copying ribbon is used, the fingers should never touch the printed lines. None but clean fingers should ever touch even the margin of the paper. (Alas! that it is necessary to say this.)

Unevenness of printing will give a spotty appearance to a page. Strike the keys with equal force and in equal time. Notice whether the letters printed with the second finger are any darker than those printed with the first or third fingers. If so, strike more lightly with the second finger, and a little harder with the other fingers. If any finger is weak, take special pains in striking the keys with that finger. In like manner observe and correct the work done by each of the fingers.

Outside of striking a wrong key, the most common errors in typewriting are the neglect of a double space between sentences, improper punctuation, striking the punctuation marks too hard, disregard of form, running together of words, arbitrary paragraphing, and last and worst of all, bad spelling.

COMMERCIAL CORRESPONDENCE,  
LEGAL FORMS,  
SPECIFICATIONS, TABULATED STATEMENTS,  
OFFICE HINTS, ETC.

If not delivered in 10 days, return to  
J. B. SMITH,  
NEW HAVEN, CONN.

STAMP

WILLIAM C. KNOX, ESQ.,

Pres. U. S. Savings Bank,

Personal.

Topeka, Kansas.

If not delivered in 10 days, return to  
WM. HOWE,  
103 Arch St., Philadelphia, Pa.

MESSRS. DODD, MEAD & Co.,

755 Broadway,

New York, N. Y.

STAMP

ANDREWS MFG. CO.,

195 Wabash Av.,

Chicago, Ill.

If not delivered in 10 days, return to  
NIXON-JONES PRINTING CO.,  
St. Louis, Mo.

MR. HENRY B. JONES, JR.,

Care Jos. Dixon Crucible Co.,

Jersey City, N. J.

## COMMERCIAL CORRESPONDENCE.

## SUPERScription OF ENVELOPES.

Addressing envelopes is often the first work given to a beginner in typewriting. The main point to be observed is accuracy. More than five million letters containing more than ten million dollars go to the dead-letter office every year because they are directed carelessly. Be sure that you know what the address is. Ask questions if you are doubtful and cannot get the needed information from the directory, atlas, or postal guide. Miscarried letters sometimes cost a firm thousands of dollars. There is no excuse for a misdirected envelope. The operator who makes mistakes in the superscription of envelopes deserves to lose his position and probably will.


Insert the envelope at the left-hand side of the machine and roll it a little more than half way in. Print the name just below the middle of the envelope and at equal distances from the right and left-hand edges. Begin the name at 15 or thereabouts according to the length of the scale, the length of the name, and the size of the envelope. Place a comma after the name, and if a title (as Esq., D.D., etc.), follows the name, put a comma also after the title.

Begin the second line five or ten spaces farther to the right than the first line, and the third line still farther to the right so that the lines will form a neat slant to the right on both sides.

A comma should be placed at the end of every line except the last, which should be followed by a period. Place a period after every abbreviation.

On the second line may be written the individual title of the party addressed; as, Supt. Railway Construction Dept.; Gen. Agt. C. & A. R. R., etc. If there is no individual title, write the street and number, or if they are not given, the name of the city on the second line. But if the second line is otherwise filled, write the city with the state on the third line, placing a comma between them and using the abbreviation for the state, provided it is one that cannot be mistaken. When the state is alone on the third line, it is often best to write it in full.

In the lower left-hand corner and beginning at zero, write such extra direction as cannot be conveniently placed with the rest of the address, as the word "Personal," the number of the post-office box, or the name of the party in whose care the letter is addressed. The name of the county, if given, may be written either in the left-hand corner or with the address, between the town and the state.



Sometimes the party in whose care the letter is directed is also written with the address.

Occasionally there are only two, and again there are four lines of address. Exact rules cannot be given for every emergency in life. The exercise of taste and good judgment are as necessary to success in typewriting as in any other occupation.

When writing a short name on a very large envelope, it is best to space the name; that is, to strike the space key alternately with the letters of the name. In such case place two or three spaces between the words, and if the envelope is very wide, make a triple instead of a double space between lines. The name of the town, if short, may also be spaced.

Never fail to use Mr., Esq., or some other title when addressing a gentleman. Prefix Messrs. to a firm name like Houghton, Mifflin & Co., where the word company is used to represent those members of the firm whose names are not given. But no title should be prefixed to a company name like Simmons Hardware Company, Gorham Mfg. Co., and L. E. Waterman Co., where the word company represents the whole corporation and not a part of it. In the latter cases the individuals are lost sight of and the personal names Simmons, Gorham, and Waterman are used merely as adjectives modifying the neuter noun company. Of course it would be improper to address a corporation as Messrs., for that word refers to persons and not to organizations.

#### EXERCISE.

Cut paper into pieces the size of a business envelope and on them write the addresses below, arranging and punctuating correctly according to the directions and illustrations given:

M. C. Roach, Esq., G. E. P. A. N. Y. C. & H. R. R., 413 Broadway, New York, N. Y.

G. W. Bullard, Esq., West Water St., Elmira, N. Y.

Messrs. Little & Becker, 310 N. Third St., St. Louis, Mo.

The John Church Co Cincinnati Ohio

Rev J P Green 3410 Lucas Av City

Mr Albert McKinney Jr Easton Md

Frank Gilbert Esq Fairhaven Vermont

Parker-Ritter-Nicholls Stationery Co 400 & 402 N Third St City

Mr Henry Townsend Fresno Cal

The American Writing Machine Co Hartford Conn

Dr J T Kent 1419 Walnut St Philadelphia Pa

Rev W W Boyd D D Newark N J  
Simmons Hardware Co St Louis Mo  
J S Taylor Esq Care Govt Fleet Ashton La  
Messrs Doane & Jones Elmira N Y  
A B Care Tribune Office New York City  
Wisconsin Granite Co S E Cor Clark & Washington Sts Chicago Ill Room 4  
St Louis Book and News Co City  
Cupples Wooden Ware Co St Louis Mo  
Messrs Forbes Bros & Co 506 Locust St St Louis Mo  
Miss E V Crossman 3848 Windsor Place City  
Hon Ira Mayhew LL D Detroit Mich  
Miss Anna B Wright Five Lakes Lapeer Co Mich  
Arthur L Sneed Esq Mexico Missouri Box 214  
Messrs Roush Bros Bloomington Ill McLean Co  
Samuel Smith Esq G A C & A R R City Personal  
Rev Brother Baldwin Christian Brothers College Chicago Ill  
Mr Will Benson Minneapolis Minn  
H H Knight Esq Duluth Minn  
Henry A Rose Esq U S Rolling Stock Co Decatur Ala  
F Wolcott Jackson Esq Gen Supt Penna R R Newark N J Personal  
Gen Samuel Thomas Pres E T V & G R R Co New York City  
John B Smith Esq Pres Union Stock Yards Chicago Ill

**HINTS ON BUSINESS LETTER WRITING.**

Business letters should be clear, concise, and courteous. Replies should be prompt and should contain definite acknowledgment of the letter received and of its inclosures, if any. Especial attention should be paid to the polite and speedy acknowledgment of the receipt of money.

The best way of becoming a good business correspondent is by the study and imitation of the letters themselves. Memorize the business terms in these letters, and compose similar letters to imaginary correspondents.

As a rule the envelope should be directed before the letter is written, and if there are any inclosures to be sent in the letter they should be placed immediately within the flap of the envelope. When all the letters have been written and copied, each inclosure should be folded within its letter if possible, instead of lying loose in the envelope.



**THE HEADING OF A LETTER.** — The heading should contain the full address of the writer and the date when written. A period should follow every abbreviation, and the parts should be separated by commas. A period should be placed at the end of the heading. As a rule begin the heading at about 30 on the scale and about an inch and one-half from the top of the sheet. Business letters are almost always written on paper with printed headings. A blank is left for the operator to insert the month and the day of the month, and often the last figure of the year. Be particular to get the date *exactly on the line*. To do this, draw the paper down until the bottom of the printed line just reaches the top edge of the scale, turn the roller forward two notches and print the date in the center of the blank space left for it. A little observation of the scale will tell you where to begin the date.

If the paper scale is a hair's breadth too high or too low, allowance must be made for the deviation. Hence, when first writing on a new machine, test it by writing a line on scrap paper and turning the platen back two notches to see if the bottom of the printed line is exactly at the top of the scale. If not, notice just how much too high or too low the line is, and when inserting the date on a letter head, let there be the same difference between the heading line and the top of the scale as there was between the scale and the line experimented upon.

#### EXERCISE.

Draw horizontal lines on your typewriting paper and write the following headings *exactly on the lines*, punctuating them correctly according to the first three examples given: —

Hartford, Conn., Aug. 17, 1890.  
 Delaware, Ohio, June 20, 1873.  
 33 E. 17th St., New York, N. Y., May 2, 1890.  
 St Paul Minn Jan 1 1889  
 Philadelphia Pa Nov 3 1888  
 Pittsburgh Pa Feb 19 1885  
 Cincinnati Ohio Oct 30 1890  
 Syracuse N Y March 11 1885  
 70 Broadway New York City Dec 1 1883  
 Boston Mass Sept 9 1890  
 Indianapolis Ind April 3 1889  
 Minneapolis Minn June 13 1890  
 Macon Ga July 22 1857

Albany N Y Dec 18 1889  
Duluth Minn May 31 1890  
Louisville Ky Aug 6 1888  
Washington D C Jan 11 1890  
Raleigh N C March 25 1872  
Schenectedy N Y June 10 1889  
Detroit Mich March 16 1890  
Des Moines Iowa Dec 23 1887  
531 W Water St Elmira N Y May 1 1890

ADDRESS. — Unless crowded for room, make a double space between the heading and the address of the letter. The address may be written with single or double space between the lines, as suits the taste of the writer.

Begin the name at 0, and place Esq. after the name, unless some other appropriate title has been used. Write the rest of the address on the line below the name, five or ten spaces further to the right. If necessary, a third line beginning still further to the right can be added. Punctuate and slant the lines the same as in the superscription of envelopes.

Be polite when writing letters. Except when addressing a corporation, Mr., Messrs., Esq., or some other appropriate title should always be placed on the same line with the name.

SALUTATION. — The most common forms of salutation are Dear Sir, Dear Madam, or Gentlemen. Never use the vulgar contraction Gents. Avoid abbreviations in the salutation.

Begin Dear Sir, or whatever form of salutation is used, at 0 on the line below the address, and the body of the letter at 5 on the next line. Or, Dear Sir may be indented, beginning at 5 or 10 as is necessary to avoid commencing at the same point as the last line of the address. When Dear Sir is indented, the body of the letter should follow on the same line.

Place a colon, or a colon and a dash, between the salutation and the body of the letter. In typewriting two hyphens are considered equivalent to a dash.

When addressing a young unmarried lady, the salutation is often omitted. In such case, the two lines of address and the first line of the body of the letter may begin respectively at 0, 5, and 10, forming a neat, uniform slant toward the right.

BODY OF THE LETTER. — *Make your work look well.* A short letter at the top of a page with a long blank space underneath it will not look well.

Avoid this by beginning the letter a little lower than usual. If a letter is short it is generally written with double space between lines. A long letter may be written with single or double space as preferred.

While the right-hand margin cannot be even in typewriting as in printing, yet a little attention on the part of the operator will do much to help its approximate evenness.

It is well to make extra space between paragraphs. Begin all paragraphs at the same point so that they will all be in line. A new paragraph should be made when beginning to write about a new subject. For instance, a letter might be written to a business house inclosing an order for goods and also expressing regret that the firm has met with serious losses by fire. The expressions of regret should fill one paragraph. The order should form another paragraph.


*Be accurate.* One of the most annoying mistakes in a letter is the skipping of a word or a line by the operator. It is very easy to skip from a certain word on one line to the same word on another line. To avoid this, always keep a marker underneath the line you are copying, and as you finish each line move the marker to the next line. A narrow strip cut from a card or a piece of paper will answer for a marker if you have no copy-holder. When typewriting from shorthand notes the marker should be so narrow as not to cover up any of the writing, because it is often necessary to read the whole of a sentence in shorthand in order to get its sense, write it correctly and punctuate it properly.

Never write on the back of a sheet unless you are assured that your employer wishes you to do so. On the second sheet and on all succeeding sheets, place in the upper left-hand corner the number of the page, and, if desired, the initials of the party addressed. Make a proper separation between the paging and the body of the letter.

A letter should never end with only one or two lines at the top of a new page. Prevent this by a little planning beforehand, by leaving more or less space at the bottom of the preceding page, by spreading or crowding the paragraphs.

Remember that attention to attractiveness of detail as well as general neatness and accuracy will greatly enhance your value in the eyes of your employer.

*Use your common sense.* Never degenerate into a mere machine. When you are requested to write a letter in the greatest haste, do not be fussy about mere prettiness; exert yourself to be quick and accurate. But when you have plenty of time, do try to make your work look attractive, yes, artistic. Even when rushed with work there is no excuse for soiled or wrinkled paper. Smuts of color left after erasures are a disgrace. An erasure is never allowable unless made so neatly as not to be noticeable except when holding the paper up to the



light. *Form a habit of writing every thing exactly right the first time.* Otherwise you will often have to hand in ugly looking work, or else displease your employer by wasting a great deal of his paper. In either case a beggarly salary or frequent discharges await you. *It pays to do work well.*

COMPLIMENTARY CLOSE. — The complimentary close consists of Yours respectfully, Very truly yours, or some similar form. Begin at about 30, or as near the center of the line as possible and yet leave plenty of room for the following lines to slant a little to the right toward the close. Capitalize the first word only, and end the line with a comma.

SIGNATURE. — The line below the complimentary close should be left blank for the employer to write his own signature. Below the blank line and further to the right should be printed the employer's official title, if any; for instance, the line might contain the words Secretary, Chief Engineer, or whatever title is appropriate. When there is room the title may be written in full.

IMPORTANT POINTS IN LETTER WRITING. — Avoid using a semi-colon where a period will answer as well. Business letters should consist of short, clear, terse sentences. A semi-colon is seldom used in a business letter. Do not use too many commas; it is better to omit a comma than to put one in the wrong place. Strive to know exactly where commas belong and put them there. Do not make a mistake in spelling. Do not write My dear Sir with a capital D for dear. Do not write & for *and* except in firm or company names. Do not put a period after Miss, 1st, 2nd, 3d, 4th, etc.; they are not abbreviations. Do not contract Messrs. into Mess. Do not be careless or vulgar or slovenly. In case of No. 1, No. 2, No. 3, No. 4, etc., always use the abbreviation No. and the figure for the number. Dates should always be written in figures. Sums of money are often expressed in both figures and words. In other cases, numbers under 100 are generally written in words. Inst., the abbreviation for instant, means the present month. Ult., the abbreviation for ultimo, signifies the last month, the month just passed. Prox., the abbreviation for proximo, means the next or coming month. Avoid such abbreviations as Balt. for Baltimore, Phil. for Philadelphia, Ad. for Adv. or advertisement.

The initials of the amanuensis are often placed on the left-hand side below the letter.

When an inclosure is made in a letter, the word inclosure should be placed below the end of the letter on the left-hand side. Where there are several inclosures, the number of inclosures should be denoted by the figure placed

before the word inclosures. An inclosure, especially when in the form of a note, draft, or check, should be folded within the letter. If placed in the envelope separately, it is liable to be cut or torn while the letter is being opened, or to remain unnoticed in the envelope after the letter is removed, causing delay, inconvenience, and sometimes loss.

As fast as the letters are written they should be placed within the flaps of their respective envelopes.

The folding of a letter is a matter of no little importance. Lay the letter before you as in reading; fold from the bottom forward, bringing the lower edge to the top or nearly to the top, according to the size of the envelope, then break the fold with a paper folder or with the nail of thumb and finger. Never use the fleshy part of the finger to make a crease, as you may soil the paper. Turn the letter around so that the right-hand edge of the paper will be toward you and the bottom and top edges will be on the right-hand side. Fold from you twice, making the edges meet the second time. Now, when opening the letter, the name of the person addressed will be the first thing to be seen. The letter will be folded so that a crease runs horizontally across the center of the page, the other creases run up and down and divide the letter into three nearly equal parts, the right-hand part, if any, being the narrowest. Hold the letter as you would if you were going to open and read it; the fold that is from you should be placed first in the envelope so that the opening will be at the top of the envelope.

## SCALE.

0    5    10    15    20    25    30    35    40    45    50    55    60    65    70

Write this letter again and again until you can write it from memory without making a mistake either in words or punctuation. The figures at the end of each letter indicate the number of words in the letter including date. Each figure is counted as a word. | is placed at the end of each hundred words.

1

Boston, Mass.,    March 29,    1890.

Edward Herman, Esq.,  
Worcester, Mass.

Dear Sir:

Replying to your favor of Oct. 28th, will say 15 per cent. is our very best discount. We send you samples by express to-day.

Very truly yours,

*Smith & Jones.*

(Dictated.)

There is no surer or quicker way of gaining speed on the typewriter than by writing a short letter or paragraph over a great many times. An amanuensis often has to write the same circular letter fifty, two hundred or more times. Notice how long it takes you to write this letter the first time. Make ten correct copies of it, and notice how long it takes you to write it the tenth time.

2. Philadelphia, Pa., Aug. 1, 1888.

J. J. Gray, Esq.,

Agent, Pittsburgh, Pa.

Dear Sir:

I have this day instructed the Purchasing Agent to send you a supply of blank forms, No. 1121, Daily Report of company coal received and forwarded. I desire that you make a report to me daily on this form of the handling of the company coal supply at your station.

In addition to the information which this form will naturally contain, I desire such information/as will enable me to keep a correct check on the number of cars furnished | at Pittsburgh for company coal, and number of cars on hand each day at the mines. You will please note this information on report also before sending it in, giving number of cars delivered to each mine for company coal, number of cars loaded and returned, and number of cars on hand at each mine.

Please begin making this report to me immediately. 15

Yours truly,

*Henry B. Dodge,*

Comptroller.

Make ten correct copies of this letter.

3.

St. Louis, Mo., June 9, 1889.

Hon. S. M. Cullom,

Springfield, Ill.

My dear Sir:--I was just on the eve of writing you when your valued letter of yesterday reached my table.

I will cheerfully respond to the call of your committee and tell you what I think touching the subject matter of your communication. I also have a telegram from Gen. Devereaux, stating that he expects to be present and will appear before the committee if you desire him to do so. I have answered that you would doubtless be glad to have him present. | Like myself, he has been so engaged that it has been practically impossible for him to make written answer to your printed inquiries. The claims upon my time incident to our annual meeting must be the apology for my failure, and I had not observed the limitation as to time specified in your circular until yesterday. Perhaps a personal conference will be more satisfactory.

One thing I want to say in advance, and that is, if your committee will devise "ways and means" to enable the roads to earn more net revenue, an army of disappointed bond and stockholders will | rise up and call you blessed.

Respectfully and sincerely yours,

*Geo W. Parker,*

Vice-Pres. & Gen. Manager.

Make five correct copies of this letter.

4. St. Louis, Mo., Oct. 8, 1888.

H. C. Potter, Esq.,

Vice-President & General Manager,

East Saginaw, Mich.

Dear Sir :

Being desirous of securing the order for your Pass of the coming year, we hereby make you the following proposition :

If you will send us a copy of the wording that you desire on your Pass, we will submit to you an original design ; and should the same not suit, you are to be under no obligation to us. When submitting the design to you, we will quote our lowest prices for the work providing you will give us the quantity of Passes you will need ; and we can assure you beforehand that our prices will be exceedingly low. Should you not desire an original design but a duplicate of one you are now using, we think that you will find it to your interest to permit us to quote our prices for the work. We are prepared to furnish either engraved or lithographed Passes in the very finest manner, at the most reasonable rates, and in the shortest time possible.

Trusting that you will take advantage of the above offer and advise us at your earliest convenience in order that we may receive the work in ample time, we are,

Respectfully yours,

*Wm. E. Welch & Co.*

Dictated to M. C.



Make twenty correct copies of this letter.

5.

St. Louis, May 1, 1890.

A. B. Gay, Esq.,

Agent Locomotive Works,

San Francisco, Cal.

Dear Sir: -- Your letter of the 25th ult. to General Manager Green has been referred to this office, and in reply would say that we have but a short time since contracted for such motive power as we shall require to carry us through the busy season of this year. When we are again in the market for power, we shall be pleased to give you an opportunity to bid on same.

Yours very truly,

President.

94

6.

St. Louis, Mo., Oct. 5, 1888.

Publishers Youth's Companion,

Boston, Mass.

Dear Sirs: -- Please insert the inclosed advertisement of S. R. Huyett as a substitute for the one now running in your columns on an order from our agency.

Set advertisement in a two inch space, making it as attractive as possible, and be sure to have change made in next week's issue.

Very respectfully,

*Nelson Chesman & Co.*



Make three correct copies of the Preamble in the following Constitution, and observe the time required for each copy. Then make one perfect copy of the whole.

7.

## C O N S T I T U T I O N

of the

## BUSINESS EDUCATORS' ASSOCIATION OF AMERICA.

(Adopted at its organization in New York City, 1878.)


(Amended in Chicago, July, 1880, and in Milwaukee, July 20, 1887.)

## PREAMBLE.

Forasmuch as there are a large number of business colleges in the United States with an attendance as great as that of the normal schools, and as there seems to be a want of clearness in the public mind as to the mission of these colleges and the place they occupy in the educational field, it is agreed by the following proprietors, principals, and teachers in business colleges, and authors and teachers of penmanship, to organize an association to be known as the

## BUSINESS EDUCATORS' ASSOCIATION OF AMERICA.

the object of which shall be to promote fellowship and fraternity among the teachers, to draw together in social feeling and intercourse the employer and employed, thus giving the employer a personal acquaintance with those adapted to help him in his work, and to the employed a personal knowledge of those



likely to need his services, to canvass and discuss methods of teaching and courses of study, and generally to promote the cause and elevate the standard of business education.

**MEMBERS.**

Any one engaged in teaching, or qualified to teach any branch of business college education is eligible to membership, and may become a member by a vote of three-fourths of the members present at any regular meeting, and upon payment to the Treasurer of the sum of Five Dollars.

**OFFICERS.**

The officers of the Association shall be a President, Vice-President, Treasurer, Secretary, and an Executive Committee of three to be elected annually and to serve until their successors shall be appointed.

**DUTIES OF OFFICERS.**

The duties of President, Vice-President, Secretary, and Treasurer shall be such as are ordinarily performed by such officers. The Executive Committee shall have charge of the business matters of the Association, such as the auditing of all bills, the revision of proceedings for publication, the calling of special meetings, the preparation of a programme of exercises for all meetings, and generally to perform any duty not otherwise provided for by these articles of Association.

## MEETINGS.

Meetings shall be held annually, during the vacation period, at such time and place as the Association shall have designated at the last preceding annual meeting.

## DUES AND EXPENSES.

Each member shall pay annually, at the opening of each annual meeting, to the Treasurer, the sum of Five Dollars. It shall be the duty of the Secretary to mail bills to all members in arrears for dues promptly at the close of each meeting.

## QUORUM.

Fifteen members shall constitute a quorum.


## ORDER OF BUSINESS, ETC.

In all other matters the Association shall be governed by the rules laid down in "Cushing's Manual."

## AMENDMENTS.

Any of these articles may be amended by a vote of three-fourths of the members present at any meeting.

(At the Chicago meeting, July, 1880, the name of the Association was changed to that which it now bears.)



## TABULAR STATEMENTS.

The ability to do neat tabulated work is of great value in making out bills, invoices, etc. The words or figures of each column should be exactly under its heading. After writing the line containing the headings of the columns, lift the carriage and write on a slip of paper at what figure of the scale each column begins, separating the figures on the slip as the headings are separated in the line. In case of ditto points, note what figure marks the *middle* instead of the beginning of the word or number which forms the heading of the column. By referring to the slip thus numbered, the operator can tell exactly where to place the pointer for each column. It is generally easier to begin the different columns at 5, 10, 15, etc., or at the multiple of some number decided upon.

When writing figures, be very careful to put the decimal points exactly under each other; units under units, and tens under tens. Never use capital I for one except when writing Roman numerals, or when writing on an all-cap machine.

Make five correct copies of the following bill, and rule with red ink wherever there are black lines in the copy.

## ITEMIZED BILL.

8. Rochester, N. Y., Jan. 31, 1890.

Mr. Henry Copeland,

To Rogers, Benton & Co., Dr.

Jan.	26	21 yds. Silk . . . . .	at \$1.50	31	50		
		4 yds. Lining. . . . .	" .16		64		
		2 yds. Lining. . . . .	" .20		40		
		2 doz. Buttons . . . . .	" .55	1	10		
		12 yds. Flannel . . . . .	" .68	8	16		
						41	80

Make five copies of the following receipted bill and make the lines with the typewriter, as in copy.

9. Columbus, Ohio, June 29, 1890.  
Mr. Frank G. Wilkinson,

Bought of Wm. E. Dunning & Son.

June	10	364 lbs. P. N. Mutton . . . . .	@ 9¢	32	76
		493 " C. D. Beef . . . . .	@ 10¢	49	30
		240 " B. P. Pork . . . . .	@ 8¢	19	20
				<u>101</u>	<u>26</u>
		Received payment,			
		Wm. E. Dunning & Son.			
		<i>per S. E. C.</i>			

Make three copies of the following:

10. ACCOUNT SALES of 1000 Bushels Barley for J. E. Wilson.

1890	:	:	:	:	:
July	24	Sold for cash	:	:	:
		1000 bu. Barley . . . . .	@ 90¢	900	:
		--- Charges ---	:	:	:
"	21	Freight . . . . .	60	:	:
"	24	Storage . . . . .	10	:	:
		Commission 2 % on sales . . . . .	18	:	:
				<u>88</u>	:
		J. E. Wilson's net proceeds . .		<u>812</u>	:
		Kansas City, Mo., July 24, 1890.		<u>      </u>	:

NOTE.—Instead of @ and ¢, at and cts. may be used. Where there is no underscore, a line of hyphens may take the place of the continuous line beneath the figures.

11.

ORDER.

National Blank-book Co.,

Dear Sirs:

Please send us the following by Merchants' Despatch:

100	3	quires	726	Day Books	labeled	730
48	4	"	"	" "	"	"
25	5	"	"	" "	"	"
40	6	"	"	" "	"	"
8	10	"	"	" "	"	"
100	2	"	"	Single Entry Ledgers	"	"
40	3	"	"	" " "	"	"
40	2	"	"	Long Days	"	"
15	5	"	"	" "	"	"
12	2	"	"	" "	"	"
6	8	"	"	" "	"	"
25	5	"	"	" "	"	"
25	5	"	"	Double Entry Ledgers	"	"
12	2	"	"	" " "	"	"
10	2	"	755	Day Books	"	"
24	2	"	"	Records	"	"
24	2	"	"	Double Entry Ledgers	"	"
18	2	"	"	Single Entry Ledgers	"	"
12	2	"	"	Records	"	"
1	gross	142	Pass Books			
2	"	180	Memorandum Books			
1	"	161	"	"		
1	"	186	"	"		

Yours respectfully,



## WIDE LEFT-HAND MARGIN.

Many kinds of legal work, specifications, etc., are written on paper with red marginal lines. Except in case of marginal notes or headings, the writing should all be within these lines. Notice what figure of the scale is just within the left red line, and set the stop-collar so the lines will begin at that or the next higher figure. Remember that all paragraphs should begin about five spaces further to the right than the other lines.

To center lines when using the stop-collar, subtract half the number of the spaces in the line from the middle figure of the portion of the scale used. To get this middle figure, add the number at which the lines begin to the highest number of the scale, and divide by two.

Make two perfect copies of Manifolding on legal cap with marginal rulings, and notice how much less time is required to make the second copy than the first.

## 12.

## MANIFOLDING.


Some business houses have carbon copies made of every letter written, and this copy is filed away with the letter to which it is a reply. In mercantile agencies from fifteen to twenty copies are often made at a single writing.

The number of good copies that can be produced depends upon the hardness of the roller and the thickness of the paper. A medium roller will make four to six and a hard roller eight to ten copies on thin linen paper, while with oiled tissue and a hard roller twenty distinct impressions can be made at one writing.

Typewriters, unless otherwise ordered, are furnished with rubber rollers of medium hardness. Where a great deal of heavy manifolding is done, the machine should be furnished with a very hard roller. If desired, an extra roller can be kept on hand for heavy manifolding, and a medium or soft roller for ordinary work.

Use ordinary thick paper if only one or two copies are desired; if more, buy of a dealer in typewriting supplies, and he will give you the best and thickest paper that can be used for the required number of impressions.

Use only the best carbon; poor carbon will give very unsatisfactory results. As a rule, the thinner the carbon the finer the copies. The carbon and the ribbon should be of the same color, black, blue, or purple. With thin blue carbon and a blue ribbon, it is difficult to tell the carbon copy from the original, or ribbon-printed copy.



**SEMI-CARBON.** — Semi-carbon, with carbon on only one side, is the kind generally used. Fold down about an inch at one end of a heavy calendered sheet, the size of the paper to be written on. Close into the fold of this heavy backer, lay a sheet of writing paper. Above it, place a sheet of carbon with the dark or glossy side down, another sheet of white paper, another sheet of carbon with the dark side down, another sheet of white paper, and so on, until the required number of sheets are placed in the fold of the backer. When arranging paper with red marginal lines, place the *ruled side on top*. The last sheet must be writing paper, making one more sheet of the white paper than of the carbon. Lift the sheets so the fold will be down and from you, and put the whole into the machine, *fold first* in order that the dark side of the carbon may be toward the platen, otherwise there will be no copies. The fold facilitates the starting of the many sheets evenly and prevents the paper from wrinkling, as it is liable to do when the paper is thin, especially in damp weather.

When making only one or two copies with fresh carbon, strike lightly; when making several copies, write slower and strike harder than usual. Many operators use only the first and second fingers of each hand when manifolding. Special care must be taken to produce a clear impression if the weaker fingers are used.

The insertion of many sheets at a time into the typewriter increases the diameter of the roller, causing the type to strike the roller before the type-bars are sufficiently elevated; that is, before they reach a horizontal position. This not only throws the letters more or less out of alignment, but causes one side of the type to print less distinctly than the other side. To remedy the difficulty, the carriage should be raised in proportion as the roller is enlarged. This can be easily done by stretching a rubber band of the right thickness over the track on which the front wheel runs, thus raising the wheel and the carriage.

When the first sheet of carbon becomes worn and gives a faint impression, lay it aside for renewal and put a fresh sheet at the bottom. This arrangement will always secure a good impression for the last leaf.

Be very careful not to make a mistake when manifolding. If you write a wrong word, cross it out by striking small x over it. Erasures, as commonly made, will leave smutty spots on the carbon copies. As a rule, when you make a mistake write the page over again. If it is necessary to erase, proceed as follows: Pin the sheets together so they cannot slip; take them out of the machine; put a book under one of the sheets and carefully erase the error on that sheet. In like manner, erase the error on each sheet. Put the whole into the machine again, and make the reprint in the proper place.

Sometimes erasures can be made without taking the paper out of the

machine by simply turning the roller backward or forward far enough to allow the sheets to be separated sufficiently to lay a book under each sheet and make the erasures. After removing the sheets from the machine, lay them away carefully, as careless handling or rubbing against each other may cause them to blur. The first carbon copy ought to look as well as the original which is printed from the ribbon. If the copies look blurred or smutty when first taken from the machine, it is probably because the carbon paper is poor.

**FULL CARBON.** — When a large number of impressions are required, use tissue and full carbon. Full carbon has carbon on both sides, and each sheet will make two impressions. Count out from a block of tissue paper as many sheets as you wish copies. Turn the sheets back but do not tear them from the block. Place a sheet of full carbon on the block; above it lay two tissue sheets that you have counted out; over this place another sheet of full carbon; two more sheets of tissue paper, another sheet of carbon, two more sheets of tissue paper, and so on. Tear all the sheets from the block at once and place them in the fold of the backer. Remember there must be a sheet of tissue between the backer and the first carbon, and two sheets of tissue between the last carbon and the type. Put the sheets in the machine. Move the ribbon back so the type will strike the paper directly. The sheet next to the type will have to be thrown away, because the type will make holes in it. The other copies will be good. When reading one of these copies, save your eyes by placing a sheet of thick, white paper back of the tissue sheet.

**USEFUL HINTS.** — Carbon paper should always be kept lying flat. A crease in the carbon will make a dark line on the copy. Buy only a few sheets at a time as needed. Most carbon deteriorates by drying unless kept in an air-tight tin box. When laying carbon paper away, always place the carbon sides together.

If you wish to freshen dry carbon paper, lay it in a newspaper, then place it between sheets of wet blotting paper; put the whole in a letter press and keep it there a few hours. The next day your carbon paper will seem like new. Some renew dry carbon by placing it between sheets of newspaper saturated with olive oil, and then pressing for a few hours.

If fresh carbon is too moist to make clear copies, or if renewed carbon is too oily, proceed as follows: Take an equal number of sheets that have been used and put with the fresh carbon, placing a moist and a dry sheet face to face. Put the sheets in a letter press or under a heavy weight for at least ten

hours -- ten weeks will not injure them. The old or worn paper will absorb enough carbon from the fresh to make a number of good impressions, and will leave the latter dry enough to prevent smutting.

A carbon sheet can be used about fifteen or twenty times.

Practice making a carbon copy of the first two sentences of the following letter until you succeed in getting a copy that looks nearly or quite as well as the original. Then make one carbon copy of the whole letter on ordinary paper, and afterwards two carbon copies on paper with marginal rulings. Use 1-2 for one-half, if you have no diagonal line on your machine.

13.

Cincinnati, Ohio, January 12, 1890.

West Moreland Bridge Co.,  
Nashville, Tenn.

Gentlemen :

Your favor of December 23rd is at hand and contents noted.

I send you by this mail an estimate of the quantity of materials and costs for foundations and piers of the Chattahoochee River Bridge. The quantities are based on the profile which Mr. Davison brought from you.

We have assumed that the excavation for all the piers except for R and Y are in soft material, Cleveland cement or clay. Piers S and W are assumed to be in rock. The caisson | is figured for pier V and cofferdams will be used at R, Y and S and possibly at Z. The excavation is all figured for vertical sides. The piers are of the same general form as those shown on the profile, with some changes in the dimensions. The elevation of the tops of the piers is taken at from 4 to 5 1/2 feet below the line of clearance shown. The piers all have a batter of 1/2 inch to the foot. At the up-stream end of the channel piers (from R to Y inclusive), the | cut-water is made the same form as at Portland, Pa. The down-stream end is semicircular in horizontal section. The starling coping is placed with its underside at exactly high water, as given on the profile. The cones of the starling coping are placed (as shown) at pier ends. The rest of the pier above high water is made with circular ends. The dimensions of the piers under the belting course are as follows :

Pier R	8	feet wide	by	34	feet long.
" S	8	" "	"	34	" "
" T	10	" "	"	35	" "
" U	6	" "	"	36	" "
" V & W	8	" "	"	37	" "
" X & Y	7	" "	"	36	" "
" Z	8	" "	"	33	" "

## 2. W. M. B. C.

The masonry in the piers is figured for Milford limestone with concrete backing. A supplementary estimate gives the additional cost for putting in a granite nosing, one stone at each course. The foundations for the trestle bents are of concrete coped with some hard stone, possibly granite. The masonry | approaches are figured for Milford limestone in the abutment and for rubble masonry of some local stone for the side walls, the coping of the side walls being Milford stone.

It would seem to be more advisable, on the score of permanency, to use concrete about the heads of the piles instead of timber grillage. In the supplement to the estimate will be found the cost of this change.

All concrete is supposed to be of Louisville cement. The mortar for the piers and masonry to be made from Portland cement.

I should think that cylinder piers might be used | to advantage in place of the masonry piers R, S, T and Z. I have not had time to figure out the cost for use in this estimate, but shall do so soon and send it to you.

The estimates are for the actual cost and do not include any profits whatever.

Yours truly,

554

A substitute for the English pound mark £ is made by holding the space key down while striking - and L. Make five copies of this letter at a single writing. Write the letter once again making as many copies as possible. Use paper with marginal rulings.

14.

St. Louis, Aug. 6, 1890.

Charles Sydney Howitt, Esq.,  
"The Firs,"

Norton, near Worcester, England.

Dear Sir:

We would respectfully call your attention to the fact that many investments in real estate in St. Louis are paying from ten to fifteen per cent. net, and the value of such properties is established by the cost and market value of same. We have, at present, one investment of \$55,000 that brings over \$7,000 per annum, and there are many such, ranging from ten to one hundred thousand dollars. Would | it not pay yourself and friends to put your money into something of this nature? We are in a position to handle properties for non-residents and would respectfully solicit your patronage.

There is, further, a steady demand for money, and it is bringing five and six

per cent.; loans being secured by first mortgage on undoubted realty values of double the amount of loan.

We could place at least £300,000 during the next twelve months. The security being first-class and the interest a good rate, it makes a good investment. Could you | furnish this amount?

If it is your pleasure to consider our inquiry, we would be pleased to furnish you the best of references.

Very respectfully yours,

226

(Dictated.)

#### WRITING ON NARROW PAPER.

Insert the paper at the left of the machine and pull the envelope holder close to the paper. Notice how far the paper extends on the scale. The bell should ring ten spaces before the edge of the paper is reached. This will give time for the finishing of a syllable after the bell rings and still leave a narrow margin on the right side. The left-hand margin should be at least one-fourth of an inch wide. It should always be wider than the right-hand margin. The line should never extend to the very edge of the paper. There should always be the width of an *m* between the last word and the right-hand edge.

If the paper is ruled and it is necessary to write on the lines, before commencing each new line, draw the paper down until the ruling meets the top of the scale, then turn the roller forward and write the line.

Make five correct and good-looking copies of the following letter on unruled note paper. Make five more copies on ruled note paper, taking care to keep the writing on the lines. Remember the letter should occupy the center of the page.

15.

St. Louis, June 25, 1887.

H. A. Smith, Esq.,  
314 Olive St., City.

Dear Sir:

After several years' experience as Mining and Commercial Editor of the Globe-Democrat, I have entered the brokerage field in connection with the well-known firm of Bauer Bros. I have charge of all their Mining Stock business, and will devote my attention entirely to that branch. My acquaintance with speculators and investors is large and valuable, and I am also well posted on all the properties listed on the Mining Exchange here.

We do only a commission business | and pay strict attention to our customers' interests.

Hoping you will favor us with a portion of your patronage, I remain,

Yours truly,

## POSTAL CARDS.

Insert the card so the left edge will be caught by the left rubber band, and draw the envelope holder forward. Cause the bell to ring when the pointer is 10 spaces distant from the right edge of the card. Begin the heading at about 15 and as near the top of the card as possible. Omit the address. *When necessary to save room*, begin Dear Sir at 5 and commence the body of the note on the same line, writing with narrow space between lines and single space between sentences. Use abbreviated words and expressions as far as is consistent with good taste.

There can be no satisfactory writing after the bottom edge of the card rises above the scale.

When superscribing the card, use double space between lines.

A convenient attachment to the typewriter is a pair of envelope holders by means of which postals, envelopes, telegraphic blanks, etc., can be printed to the extreme right and left edges. Place the envelope holders upon the pulley-bearing shaft at the desired distance apart, and set them so they will hold the card or paper lightly against the roller.

Make ten perfect copies of the following postal, either on postal cards or on cardboard cut the size of a postal card. Continue writing on cards until the work becomes easy.

16.

St. Louis, Mo., Oct. 16, 1890.

Dear Sir:

We advise you to put in your winter's supply of Soft Coal at once. Everything points to a long and cold winter. Already there are substantial rumors of strikes in the district from which St. Louis draws its supply. Prices will surely advance. Be wise and let us fill your sheds now.

Yours truly,

Ross J. Post & Co.

## TELEGRAMS.

When writing telegrams, remember that every word costs money and omit all redundant expressions like Messrs., Dear Sirs, and Yours truly. Your employer will not care to pay for merely complimentary phrases, and they are very unbusiness-like in a telegram. Telegraphic blanks contain but little space for writing; if a telegram is long, it is well to economize room by placing both name and address on the same line. Pay no attention to margins or paragraphs. Always begin the telegram on the line below the address to prevent confusion in sending. Always write numbers in words. Avoid abbreviations. Below the telegram write the name of the sender on the right-hand side. On the left side place the frank number, if any. A frank is a pass by means of which a telegram is sent free of charge. The student should procure blanks from a telegraph office and on them copy the dispatches here given until perfectly familiar with the method of writing telegrams.

The telegram numbered 17 is franked, as is seen by the initials and number below it. The next telegram is marked Collect, because it passes beyond the limits of the line on which it started. Of No. 19, the stenographer furnishing it says: "This telegram is sent to W. S. Weed, our agent in Toledo. In direct-ing, we use his initials only, because the operator in our office is perfectly familiar with the names and addresses of all the agents of our line."

17.

Sept. 17-90.

F. W. Ellis, 247 Exchange Bldg.,  
Kansas City, Mo.

Cannot book flour at offer made. Best rate I can secure to Liverpool is six and six equal to seven and thirty-one hundredths cents, subject to confirmation. London rate gone up.

D. F. Jennings.

D. H. M. 907.

18.

Sept. 17-90.

J. Corbett, Canadian Pacific Ry.,  
Montreal, Canada.

New York quotes thirty-two cents to St. Johns, N. B., inland rate via lake and rail seventeen and half cents per hundred. How can you expect to get any flour at thirty cents ocean? Cannot you get less than this?

D. F. Jennings.

Collect





19.

Sept. 17, 1890.

W. S. W.

Jacksonville, N. Y., is shown in Southwest Dispatch Guide-book as taking Albany rates. Hence my wire.

D. F. J.

20. Construct a telegram that shall be as clear and brief as possible, ordering of Williams & Rogers, Rochester, N. Y., ten copies of Complete Book-keeping, ten Initiatory Blanks, and ten Intermediate Blanks, and direct them to be shipped by express.

21. Write dispatch ordering of Shapleigh Hardware Co., St. Louis, one gross of three-bladed, pearl-handled pocket knives.

22. Construct telegram ordering of J. W. Teasdale & Co., St. Louis, 500 lbs. evaporated peeled peaches, and 100 lbs. California apricots, to be sent by freight.


23. Compose a reply from Williams & Rogers to yourself, saying that they have shipped half the number ordered and will send the balance within a week.

24. Write reply from Shapleigh to yourself, saying they are out of the style of knife ordered, but expect new goods every day.

25. Construct answer from Teasdale to yourself, stating that your order has been filled and goods sent C. O. D. by Mo. Pac. freight same date as shipment.

#### SPEED WRITING.

There is only one way of gaining speed, *practice*. Do not make the fatal mistake of trying to write faster than you can write correctly. If you write a word wrong once, you will be apt to write that same word wrong again. If you wish to gain speed as soon as possible, work with all your might to write accurately, and to write as fast as you can without error, but no faster. Many amanuenses have increased their speed greatly by writing circular letters, writing the same letter hundreds of times. One of the swiftest operators in the country gained his speed by writing a paragraph of half a dozen lines over and over until he could write it with wonderful rapidity. Then another paragraph would be taken. "But," said he, "It will not do to make mistakes. I found whenever I struck a wrong letter, I had to write the sentence again several times before I could get the ability to write it that I had before I made the error."



The remaining letters in this book are classified according to business. Copy each set until thoroughly familiar with them and until you can write twenty to forty correct letters in a day. Copy the next class of letters until you can write forty to fifty correctly per day, and so on, increasing your speed with each set of letters. Spend a portion of each day, or else the whole of every other day, in writing the same letter again and again until you can write it both correctly and very rapidly. Remember that in typewriting as in shorthand you lose time if you write constantly on new matter. You would never learn music by playing new pieces all the time. As in music so in typewriting; it is repeated practice of the same thing that brings improvement. One hundred letters written once are of far less value than one letter written one hundred times. Show your patience and pluck in typewriting by doing, not what is most agreeable, but what is best for yourself.

When you can copy correctly at the rate of twelve to fifteen hundred words an hour, typewrite occasionally from dictation. Write a letter or short article three or four times with all the punctuation dictated to you. Write the same again from dictation supplying all of the punctuation yourself. Compare your work with the print and note all errors in punctuation, etc. If you have made mistakes, write it again. If not, take something new. This practice will give you facility in writing from dictation and will also teach you how to punctuate correctly. In a short time it will enable you to punctuate a letter well and without help the first time you typewrite it from dictation. It will also add greatly to your speed.

In the letters given hereafter, supply dates and addresses when not given.

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WHOLESALE CRACKER COMPANY LETTERS.

26.

St. Louis, Mo., Oct. 27, 1890.

Messrs. Wilson & Dodge,  
Indianapolis, Ind.

Dear Sirs: Your valued favor of the 27th inst. received with inclosure as stated, and the amount \$206.10 placed to your credit. Please accept thanks.

As there seems to be a discrepancy in our account, we enclose you a full statement of it and ask you to examine it and advise us what we have neglected to credit, that we may straighten our books, and in future we will endeavor to keep them straight.

Will you kindly return us | the S. P. G. bread and oat meal that are "off," and in future do the same with anything you get that is not entirely satisfactory. Your order goes forward to-day.

Very respectfully,

27.

Gentlemen: We note yours of the 11th and regret the fact that we cannot make you better prices than the present ones. We assure you that our prices to you are net cost to us and that we cannot do better.

If the N. O. goods suit you and your trade and you can get better prices than ours, we, of course, have no ground for complaint if you buy elsewhere. The prices you quote cannot last long however.

Thanking you for your appreciated favors in the past and hoping that they may be continued, we remain,

Very truly | your friends,

102

28.

Dear Sir: We learn with sincere regret, both on your own account and ours, of your failure in Augusta; but we trust that you may recover from the same in due time. We, of course, placed our account for collection in self-protection; but we hope more from your known and recognized reputation than from the efforts of any collector, and trust we may soon receive a part or the whole of the account.

In figuring over your account we found where we had made a mistake of several dollars in your favor. The account, as corrected, is as per | statement enclosed. We are in need of the funds, and we are certain you will use every effort to pay us as soon as possible.

Yours truly,

127

29.

Dear Sir: Yours to hand and noted. We are very sorry your goods did not turn out O. K. all around and cannot explain how it happened. We know, however, that you are an honorable and straight-forward man, and will allow \$1.15 on that bill, making your bill \$18.00, which please remit us as we are in need of funds.

Kindly favor us with your continued orders and we will always try to treat you right.

Very truly yours,

79

30.

Gentlemen: Yours of the 12th inst. received with inclosures, and the amount \$15.15 placed to your credit. Your claim of \$2.00 extra freight we do not understand. Our Mr. Hatch noted on order, "Allow half freight," and we deducted 44 1-2 cents per 100 from the amount of bill, viz.,

Mdse.....	\$18.45
Less 44 1-2 per 100.....	1.33
	<hr/> \$17.12.

As your rate from St. Louis to Fort Smith is 89 cents, this makes | half the freight. Therefore the balance is still due us, which please remit and oblige,

Yours very truly,

118

31.

Dear Sir: Your esteemed favor of the 11th inst. just received and contents noted. We feel that you ought to be placed on the jobbing list of the Missouri River Compact of bakers; and, if you can assure us that you will only sell by box, we will endeavor to have you placed on the jobbers' list, and that will entitle you to ten per cent. discount.

We are under heavy forfeit in this Missouri River Compact and are obliged to abide by its rules, therefore we have to go straight in the matter.

Hoping to hear from you soon, | we remain,

Yours truly,

104

32.

Gentlemen: Replying to yours of the 8th inst., will say we regret exceedingly that you have any cause whatever for complaint of our Soda crackers. There must have been some mistake in shipping them, and either the wrong grade was branded 3x or something of that kind, for we do know that our 3x Sodas are superior to any made in the West or South, and sincerely hope you will not condemn our goods on this last shipment but allow us to ship you some of our 3x goods. We assure you they will please you and we take the responsibility | of sending you five boxes 3x Soda, such as we intended to send you before, and ask you to sell these you have on hand for our account for what you can get, and let us know the amount of proceeds and we will credit your account with the difference.

Hoping to receive a continuance of your orders which in future shall have prompt attention and our personal supervision, we remain,

Yours very truly,

173

33.

Dear Sir: Your valued favor of the 10th inst. received with inclosures as stated, and the amount \$35.20 placed to your credit on account.

Will you kindly forward us freight expense bills as vouchers, also itemize discounts so that we may make the proper credits, and very much oblige,

Yours truly,

55

34.

Dear Sir: We find your mail as per inclosures. Work up our "Three Great Crackers" for H. & D. Also all the fancy goods in cans you can. Also, if they want you to stop at Warsaw and Alexandria, do so. If you thought you could get some wholesale house in Quincy to take hold of these goods, do so. And be sure and fill Hannibal full of them. We received a cash order of yours in town of D.: "These are the finest goods the people ever saw." So you see good goods is the keystone of our prosperity | and success.

We inclose you our letter for Lee from Dozier. As we don't know his address, forward to you.

Respectfully,

120

35.

Dear Sirs : Your order for Sullivan to hand and entered for shipment ; but, before shipping, beg to say that it is a business habit with us not to lap bills with parties with whom we have no acquaintance. Especially should we feel called upon to exercise this caution when the party is a large buyer of fine goods, like yourself. On receipt of your remittance of bill, Oct. 28, \$166.86, we will be pleased to give the order our promptest and most careful attention.

Regretting the necessity of writing thus, but feeling that you, | as jobbers, will appreciate our action, and trusting that our business acquaintance may be at once established on a firm footing, we may remain with sincerest well wishes,

Yours truly,

129

36.

Dear Sirs : Your kind favor of the 26th to hand with inclosure, \$12.54 as stated, and the same passed to your credit on acct. bill, Oct. 9th. In regard to the balance \$2.26, while it is true we used to pay freight to Little Rock in shipping to points near there while there was a cracker factory in operation there, we do not do so now. The mistake you make is therefore very excusable under the circumstances. The bill we sent you was a net bill, however, and we will be | pleased to receive your remittance for \$2.26 at your convenience.

Hoping to hear from you or your successor frequently with orders, we remain,

Very truly yours,

129

37.

Dear Sir: We regret to say we were compelled to refuse draft of Wm. Knight through your bank for \$50. The telegram<sup>1</sup> attached was fraudulently used. About two weeks since, we wired Mr. Knight at Galveston to draw on us for \$50. The next day<sup>2</sup> brought a telegram from him saying he had received nothing from us, when we authorized him again by telegram to draw for \$50. He industriously put both telegrams in his pocket for safe keeping, and went to one of our customers who foolishly advanced him \$20 on our | account and indorsed his draft on us for \$50. This we paid as the amount authorized by telegram. He probably received word at Galveston that we would probably not need his services longer, and started northward, stopping at Hearne and using the second telegram to defraud you, and then proceeded to Sherman and used the original telegram to "beat" the City Bank of Sherman. He had explicit instructions not to draw any drafts on us/<sup>at</sup> all. His account is already overdrawn some \$300. He has gone to Hillsboro, Ark., where he can probably be | found, as his family is there.

This is the explanation of the refusal to protect his drafts; and, as a business man, you no doubt appreciate our situation. You may be certain we are not pleased to be placed in so unfavorable a light, however unjustly so placed. We trust you will have no trouble in securing satisfaction from Mr. Knight and are ready with any assistance in our power.

Yours truly, 40

273

38.

Gentlemen: Your valued favor of the 12th inst. received with inclosures as stated, and the amount \$64.66 placed to your credit.

Will you kindly advise us what the difference of \$8.66 is for? If for freight, please forward us freight expense bill as voucher. You say nothing about the deduction except "less 1 per cent." which is all right. Please let us know what the other is, and oblige,

Yours very truly,

80

39.

Dear Sir: Yours of Oct. 29th to hand, and we note what you say and return you the freight bill.

We think you must be mistaken as to Mr. Taylor's promising to deliver, as we gave him positive instructions not to do so, and he well understands that \$1.35 per 100 lbs. is more than the profit on our goods. We do not equalize with Ft. Worth: that is, make your freight the same as if you bought your goods in that market. That is the 96 cts. taken off your bill.

Please | consult your memory again, and we think you will say we are right.

Very truly yours,

116

40.

Dear Sir: You must be more careful in your business transactions. It is impossible for us to get your business straightened out. This Case and Can arrangement causes us more trouble than all the rest of your business. We have about 3000 cans scattered over your territory that customers don't return and won't pay for because you told them they need not do so, and consequently the accounts are all mixed up and balances dragging along.

We have charged you as follows on account:

W. H. Goodman . . . . .	\$ 7.67
Mrs. Kemmell. . . . .	3.25
W.   H. Williams. . . . .	32.53

and we shall keep doing so until your route is cleaned up, for we will not have these balances dragging along any longer. And we don't want you to sell any more Jack Frost in cans, as it seems impossible for you to sell them straight. Every day we get letters from your trade setting forth crookedness which we don't propose to put up with any longer, and now say to you as plainly as we know how to write, if you cannot do your business straight and strictly according to the instructions you | have had repeatedly, don't do any at all. We have no end of letters accusing you of stuffing orders, or selling at one price and sending the order at another, and it is exceedingly aggravating, to put it mildly, and we do not want any more of it.

Hoping this will be thoroughly understood by you, and that you will appreciate our position in the matter, we remain,

Yours respectfully,

270

41.

Dear Sir: Replying to your favor Dec. 17th, we will give you the agency for our crackers for your city. Will give you 10 % off enclosed price-list, delivered, and sell you on 60 days' time on all direct shipments we may get from you or your agent from points outside of Little Rock. We will give you regular commissions 10 % on full card retail orders, and 5 % on all strictly jobbers' orders.

Hoping this will be satisfactory, we are,

Very truly yours,

87

42.

Dear Sir: Yours of the 29th ult. to hand and noted. As we said yesterday, we exceedingly regret the trouble you have been put to in the matter of the shipment, and we have all voted you an angel to take it as good-naturedly as you have, and assure you we appreciate it. Now, if you will send us a memorandum bill of the goods each party got, with the weights, we will furnish you with the bills against each one at full prices with the allowance for freight off, or not, as you choose.

You will notice | on your bill that we took off 40 cents per hundred to equalize freight with Fort Worth. Please show us your expense bill and if we did not take off enough on account of railroad raising our shipping weights, we will credit you with the difference.

We will ship Mr. Shmidt, Knick-knacks, etc., on hearing from you that we are expected to do so. The 2 1-2 boxes will not weigh 100 lbs., and it would be a good idea to add another box of some kind wanted, for the freight on the three will be no more | than on two. Will bill them to you at the same price as the large bill. As we expect it will be the face of that bill and the one for the two or three boxes, your profit will be the difference, which won't be so bad for a starter.

Pardon this long letter ; and, if we can finally get this bill amicably settled, give us one more chance to redeem ourselves. We bespeak your patience with Mr. Taylor ; this is his first trip.

Very truly,

286

43.

Dear Sir: Your favor of the 11th <sup>at</sup> ~~to~~ hand and noted. In regard to your Mr. M. L. Wilson acting as our broker, we could not entertain the idea at all, as it is in direct violation of certain rules of our Association. However, if you know of some man in whom you have implicit confidence and whom you could recommend, we would be pleased to appoint him as our broker for Knoxville and vicinity, and will be glad to pay him 5 % on sales made by him.

We guarantee every box of goods to give satisfaction, and trust you | may see fit to avail yourselves of the above proposition.

Awaiting your early reply, we remain,

Very truly yours,

119

44.

Dear Sir: Your favor 6th inst. to hand with enclosures as stated. Accept our thanks and kindly continue to favor us with your appreciated orders for goods in our line.

Yours very truly,

33

45.

Gentlemen: Replying to your favor of the 19th inst. will say, if you will kindly refer to our letter dated March 26, 1884, you will see that we called your attention to a bill of crackers bought July 14, 1883, amounting to \$7.91 which, according to our books, is not paid, and in your reply you say, "Our Mr. Turner will call on you in a few days and we will refresh his memory." Since which time we have heard nothing from you or him on the | subject, and the account stands against you yet.

As we said in our letter of March 31, 1884, we had no doubt the bill was paid; but we want to know to whom it was paid, and you certainly must have the receipt. Will you please send that to us and we will return it to you by first mail and then balance your account in full to Sept. 9, 1884. All that we ask, gentlemen, is simply what is due us, and we want to place the blame where it belongs.

The | little balances of deduction we credit to your account this day, leaving only the item of July 14, 1883, \$7.91, and last bill of Sept. 9th charged you on our books.

Hoping that we are not asking too much and that you will comply with our request, we remain,

Yours very respectfully,

258

46.

Dear Sirs: In view of the failure of our late negotiations with the owners of our present place of business through you, we are induced to make another and more favorable proposition to your principal. We propose to abrogate our lease without consideration, other than that we shall be allowed undisturbed occupancy of our present quarters for the term of twelve months or less, as we may elect, from the first day of June, 188<sup>5</sup>, by the month, for the sum of one hundred and sixty-six and two-thirds dollars (\$166.66) per month, not in advance; also that should we fail to obtain a buyer for our ovens and a portion or all of our machinery in its present situation, thus obtaining a tenant for you on the terms proposed above or otherwise, as might seem best to you, we shall, as under this lease now in force, be allowed to remove any and all of our improvements without let or hindrance, at any time that may be most convenient for us within sixty days after said monthly tenancy shall be terminated, or before.

Our intention is to move | into other quarters within sixty or ninety days, sell our fixtures, or portion thereof, if possible. If we fail to find a purchaser, to remove such parts and so much of our belongings as we can move with profit.

We have frankly stated our position, and trust you will lay the matter before your principal speedily and in as favorable a light as possible. An early reply will oblige,

Yours truly,

272



47.

Dear Sir: Yours to hand and noted. Answering the questions in order will state: In an aggregate of 115 sales by Mrs. S., there were but six at a discount; i. e., she received the full commission on all but six. Three were sold at 5 per cent. off, one at 7 per cent., and two at 10 per cent., making a difference in her commission of \$30.62 in an aggregate of \$255.93 commission, or \$1706.14 sales. All mail orders from customers on her route are credited to her sales. We think we can make a successful route in southwest Missouri and can get her a candy case from a first-class house. Mrs. Bishop should come to St. Louis and receive instruction as to samples, etc., and talk the whole matter over with us before starting out.

Yours truly,

156.

48.

Dear Sir: A paper embodying a contract in the names of ten houses doing business in the West, Northwest, and Southwest territory of our Association jurisdiction, to the exclusion of all Chicago and New Orleans bakers (also Little Rock) and all members of the Association in apparent good standing, is presented to us for signature. If not apprised of the nature of said paper, we will state briefly that each signer binds himself or firm in the sum of one thousand dollars forfeit to keep the rules of the Association with certain exceptions involving the infraction of two or more of said rules which we had thought and still consider binding upon us.

We have refused unconditionally to sign said contract for several excellent reasons, and wish to place ourselves on record before you that, in any future contingency that may arise or false light we may be placed in by others, you may know beforehand how and where we stand and not misjudge us.

We fail to see where it is incumbent upon us to bind ourselves especially to nine members of an association to do or leave undone what we have already bound ourselves to do or leave undone with the nine and with the ninety other members of our membership. Particularly do we fail to see where we have the privilege, even if we wished to, of dissolving certain compacts with the ninety in favor of the nine.

We cannot see where the circumstances <sup>warrant</sup> guarantee such a radical and illogical procedure. If the plenary powers of the executive committee had been exhausted upon members who are said to be at fault, and as a final resort they had been excluded from the Association, then we could see some grounds upon which to place such an agreement. But such is not the case. These members are all amenable to the law of the Association and, if breakers of those laws, should be made to pay the forfeit of their sins, which is not simply \$100, but as many hundred dollars as there are sins to account for, to say nothing of the disgrace.

We trust we have made ourselves understood in this matter and beg pardon for the infliction of so lengthy a letter, which, however, the subject seemed to demand.

Yours respectfully,

388

49.

Gentlemen: Replying to yours of the 5th inst., will say we are extremely sorry that our agent should have made such representations to you as that our x goods were equal to New Orleans fancy goods. We never gave him any license to do anything of the kind. As there were no provisos in the order, we supposed they were sold on their merits and as x goods; and, as we say, we sincerely regret that anything arises at all unsatisfactory in the matter. As we thoroughly appreciate your trade and have the utmost confidence that you will do | the best you can for us, we will say, dispose of the goods to the best advantage for us and we shall be satisfied under the circumstances.

Since commencing this letter the samples you refer to have come in/ and we are perfectly willing to be compared with New Orleans, but do think it a little rough for you to compare our x goods with our own 3x goods, as you have done this time. The A. B. Cr. Co. is stamped too plainly on the 3x cracker, to be mistaken. We do not pretend that our x | equals 3x goods of our own make. We return the sample as received/ that you may see that our statement is correct.

According to the comparison, we conclude you will not make any deductions. The show-tops were shipped you on receipt of telegram.

Yours truly,

246

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#### RAILROAD CORRESPONDENCE.

50.

St. Louis, Mo., Oct. 27, 1890.

Morris Thatcher, Esq.,  
Cincinnati, Ohio.

Dear Sir:

I think that the C. H. & D. Road have on their line car No. 2775 which came from L. E. & W. Road, and car No. 2403 which came from the O. & M. Very probably these cars are in the region of Cincinnati and we would like to have them returned to the delivering lines. Will you please see if you cannot arrange for car No. 2775 to be loaded to the Nickel | Plate Road, and also if the C. H. & D. will not return car No. 2403 to the O. & M. Road? Wish you would advise me what you can do. When I was in Chicago some two weeks since I requested Mr. Miles to have a complimentary voucher passed in your favor, and hope you have received the money before now. Is there any movement of fat cattle from the Bluegrass Country to Buffalo?

Yours truly,

Asst. Gen. Manager.

182

51.

St. Louis, Mo., June 12, 1885.

Mr. W. S. Wilson,

Master of Transportation, Belleville, Ill.

Dear Sir: I enclose herewith further correspondence relating to the yardmaster question at Du Quoin, inviting your attention more especially to the letter of Agent Paynter. If it is really impracticable for us to get along without the services of a yardmaster, we should accept the situation and co-operate on some fair basis. If, on the other hand, Mr. Paynter is mistaken and is simply arguing the case from an Illinois Central stand-point, we want to tell them | so plainly and insist upon our views.

Look the question over carefully before making out your final judgment about it. What is there in this bucking business to which Mr. Paynter refers? I have heard nothing about it.

Return all papers with your opinion.

Yours truly,

Geo. W. Parker,

Vice-Pres. and Gen. Manager.

155

Enclosure.

52.

Dear Sir: Replying to your favor of the 10th inst. in relation to springs for our freight car trucks, I have to say that we have no contract with any one in relation to springs. I have been literally overrun for the last two months with representatives of different spring manufacturers, urging that their particular spring be specified for all new work; but so far nothing has been done.

The Murphy spring has been used upon all of our equipment heretofore through the advice and recommendation of Mr. King, our former Master Mechanic. What I desire particularly now | is, that Mr. Hunt shall advise us what kind of spring he desires; and, even after getting his judgment upon the matter, my advice to you would be to test the different makes of springs in such manner as to satisfy yourself of the best spring that we can use before contracting for any definite supply.

No contract will be made until we hear fully from you upon this subject. 2

Yours truly,

173

53.

Dear Sirs: The edition of our Manual of Railroads for 1891 is now in preparation. The value of this work as an advertising medium for those dealing with the railroad interests of the American Continent is unequaled by that of any other publication.

The Manual now enters upon its 24th year. It is the recognized hand-book of the railway interests and as such is indispensable to railroad officials and every one having dealings with railroads. No other work of similar character has ever attained the popularity that the Manual has; and this popularity is the | most conclusive evidence that can be furnished of its intrinsic merits.

The value of the Manual as an advertising medium is well attested by the character of its advertising patronage. On page 4 of the accompanying circular, we have had printed an extract from the "Classified Index of Advertisements" in the edition of 1890 to which we would respectfully direct your attention. The completeness of this classification, its wide scope, and the standing of our advertisers have earned for this INDEX the reputation of being the "Standard Railroad Business Directory" of the country.

The circulation of the | Manual, as you know, is commensurate with the position which it occupies among the railroad publications of the world. Its subscribers include the officials of the railroads in all departments of the service, and being constantly at hand is referred to more frequently than any other publication treating of railroad affairs.

Our "Directory of Railway Officials" to be issued simultaneously with the Manual will contain as heretofore, in a convenient form, full lists of the officials of all the railways of the Western Hemisphere, and will be placed in the hand of every official of importance whose name may appear | in it. Both books reach thoroughly the railroad allied interests of this country,—one or both is at the elbow of every important railway officer and manufacturer of railway supplies throughout the whole country. You can judge from this the value of the Manual and Directory as advertising mediums.

We would be very glad to have you extend your advertising patronage to the *Manual*, and would be further pleased to have you test the efficacy of the Directory. As an inducement to do so, we will offer you a special | discount of 25 per cent. from the joint schedule rates for an advertisement in both works; in other words, a page advertisement in both would cost you \$150, a reduction of \$50 from schedule rates.

Very respectfully yours,

444

54.

Dear Sir: Referring to correspondence between yourself and J. J. Shade of this office in regard to purchase of the railroad cipher compiled by you, I hereby accept your terms of sale of such cipher to this company as quoted in your letter to Mr. Shade of May 31st, viz., five dollars per copy, you agreeing to have such additional matter as we may desire printed in the book at cost.

I herewith enclose list of names of railway companies, stations on this company's line, and names of towns and cities which we desire in this book, and would | like to have you send me at the very earliest possible moment twenty-five (25) copies of the cipher complete, with additional printed slips, so that we may arrange cipher to our own convenience. It is not, however, desired to have this additional printing done if it will amount to any considerable expense, say anything over a few dollars.

Please advise me immediately on receipt of this when we may expect the cipher books, and on receipt of them, accompanied by your bill, will remit check to cover.

Yours truly,

189

## PASSENGER DEPARTMENT.

55.

ST. LOUIS, Nov. 20, 1889.

Mr. D. M. Kendricks,

G. P. A. N. Y. C. &amp; H. R. R. R., New York City.

Dear Sir:

Will you kindly favor me with a pass, New York to Buffalo and return, in favor of J. B. Maynard. Mr. Maynard is an employe of this department, and the favor will be gladly reciprocated by me. Kindly limit pass sixty days from Dec. 1st, and oblige,

Yours very truly,

F. Chandler,

G. P. &amp; T. A. Mo. Pac.

86

56.

Dear Sir: Being advised by Messrs. Eshelman, Llewellyn & Co., real estate and money brokers, of Seattle, Washington, that you are about to take a trip to the above named point, I take pleasure in mailing you such of our publications as will prove of interest, containing descriptive matter relative to the country traversed by the Northern Pacific Railroad and tributary thereto; also maps, rates, and time tables.

The recent completion of the Cascade division makes the Northern Pacific Railroad the only through rail line to Spokane Falls, Tacoma, Olympia and Seattle; the direct line to port towns, Townsend, Victoria | and other Puget Sound points, and the popular route to Portland, San Francisco and Los Angeles. Passengers by this route have an opportunity to see the Lake Park region of Minnesota, the famous Red River valley of Dakota, the valley of the Yellowstone, the mining and timber regions of Montana and Idaho, and are carried from the Idaho line via Spokane Falls, Cheney, Sprague, Ritzville, Yakima, and Ellensburg, through the central portion of Washington to their destination.

Second-class tickets are good for stop-over at Spokane Falls, Washington, and any points west thereof, ten days at each place desired, | thus giving our patrons an opportunity to see this country thoroughly before choosing a permanent location. Passengers holding second-class tickets are given berths free of charge in our colonist sleepers. These cars are carried on our "overland" express from St. Paul through to Tacoma and Portland. The celebrated dining cars owned and managed by this company are run between St. Paul and Portland, via Cascade division, on through trains; meals only 75 cents.

Purchase your tickets at initial point if possible, or at the nearest place they can be procured, through to destination, via St. Paul and the | Northern Pacific Railroad, thereby securing the benefit of the lowest through rate.

If I can give you any special information, will do so with pleasure.

Yours truly,

827

57.

J. H. Mason, Esq.,

Gen. Eastern Agent, New York City.

Dear Sir:

I have your letter of Oct. 20th, in regard to orders for Chas. G. Bragg and J. J. Miller, for thirteen or fourteen tickets to Los Angeles and return.

I still have the orders and now ascertain that both Mr. Bragg and Mr. Miller are out of the city, Mr. Bragg having left early last week for Omaha; and he asks that I have these orders forwarded to Mr. Smith at Omaha, as he will be there on Wednesday, the 2d of November. Therefore I will forward | them to Mr. Smith to-day by express.

Yours truly,

109

58.

C. H. Smith, Esq.,

R. P. C. Union Depot, City.

Dear Sir:

I hand you inclosed herewith trip pass from East St. Louis to Louisville, issued in your favor, and good until November 30, 1884. This in answer to your request of some days since.

Very respectfully,

E. W. Warfield,  
Superintendent.

Enclosure.

56

59.

Dear Sir: Inclosed I hand you the return portion of two round trip tickets, form "B 2, No. 12,947," belonging to Mr. John L. Mason, of this city. You will notice that the eastern portion of the tickets has been extended until April 1st, and I will be very much obliged if you will extend your coupons to the same date and forward the tickets to Mr. Mason, 1928 California Av., San Francisco. By doing this you will very much oblige,

Yours very truly,

92

60.

Waterloo, Ill., Nov. 1, 1890.

J. H. Chesbro, Esq.,

Gen. Pass. Agt. A., B. & C. R. R.,

St. Louis, Mo.

Dear Sir:

Next Tuesday evening, Sept. 4th, I will have a party of five destined to Denver, Col. Two will start from here and three will get aboard at Attica or Smithton. The ones at Attica or Smithton live near Denver and have, I am told, fixed upon the Wabash as their route to Kansas City. I have an order for two tickets for the parties who get aboard here, but our G. P. A. has no tickets | in stock. If I sell these two tickets, of course the others will go with them.

I think you had better send a man down here Tuesday. He can arrive here at 11:20 A. M. via C. S. L., to pick this crowd up. If you cannot send a man, send me two first-class limited tickets for my party so as to hold the crowd.

Yours truly,

H. W. Stein, Agent.

175

61.

St. Louis, Mo., Nov. 3rd, 1890.

H. W. Stein, Esq.,

T. A. X., Y. & Z. R. R., Waterloo, Ill.

Dear Sir:

I am in receipt of your favor of the 1st inst., and contents noted. In reply to same will state that we will arrange to have our T. A., Mr. Brown, visit Waterloo, Ill., tomorrow if we can communicate with him in time. In the meantime I trust that you will be able to secure the party via St. Louis and the A., B. & C. Line.

As requested, I enclose you herewith two first-class tickets from St. Louis to Denver, Col., for which please remit me \$45.00 or at rate of \$22.50. This is the lowest rate in effect from St. Louis. If you do not secure the party, please return the tickets to me promptly.

Yours truly,

J. H. Chesbro, G. P. A.

158

62.

Waterloo, Ill., Nov. 4, 1890.

J. H. Chesbro, Esq.,

G. P. A. A., B. & C. R. R.,

St. Louis, Mo.

Dear Sir:

Herewith find the two Denver, Col., tickets returned.

After I had written you, our G. P. A. concluded to use our skeleton form and sent me two which I sold to parties. Hope you will succeed in getting the remaining three of the party.

Yours truly,

H. W. Stein, Agent.

75

63.

Dear Sir: How much will you sell me round trip excursion tickets for myself and wife to ———, California, and return, limited six months from dates?

We desire to start last of this month or first of December. We will want stop-over privilege at pleasure west of St. Louis. I prefer to go over your road, provided I can get as good rates as I can over other roads.

Very truly yours,

S. J. Bonner.

P. S. What are sleeping-car charges from St. Louis to Los Angeles?

S. J. B.

91

64.

Dear Sir: I am in receipt of your favor of the 3rd inst. and in reply to same will state that the present round trip rate from St. Louis to ———, Cal., is \$92.00. These tickets are limited for going passage to a California terminal to sixty days from date of sale, and to six months for return. Stop-overs are allowed at pleasure.

I take pleasure in mailing you a map and time table of our line. The price for one double berth from St. Louis to ———, in Pullman sleeper, is \$14.50.

Yours truly,

100

65.

Dear Sir: Will you please give me the R. R. fare from St. Louis to Albuquerque, N. M., both first-class and emigrant. An early reply will oblige,

Yours truly,

30

66.

Dear Sir: I am in receipt of your favor of the 31st ult. which has been referred to this department by our General Manager. In reply to same will state that on application to our Ticket Agent, at No. 25 S. 4th St., or at Union Depot, St. Louis, you can procure through tickets from St. Louis to Albuquerque, N. M., at the following rates, viz., first-class unlimited \$38.00, second-class \$30.00.

I take pleasure in mailing you a map and time table of our line, and shall be pleased to furnish you | with any further information that you may desire.

I will state that we are now running a through tourist car from St. Louis to Albuquerque, leaving St. Louis at 8-15 p. m. daily.

Yours truly,

37

67.

Dear Sir: The Alliance people think they will have a big crowd from here to Empire, Saturday Nov. 1st, and ask if you will make them excursion rates.

How many will it require to get a one-fare rate?

Yours truly,

41

68.

Dear Sir: I am in receipt of yours of the 27th inst.: contents noted. If you can sell forty or more tickets Saturday, November 1st, Huntington to Empire and return, you may make round trip excursion rate of \$.65, tickets to be limited, good for return on or before Nov. 2nd, 1890. If you cannot sell as many as forty tickets, regular round-trip rates will apply. Advise me hereon how many tickets you sell in the event of your making excursion rate herein authorized, that I may send you special order to be attached to your weekly ticket report to the Auditor as authority.

Very respectfully,

113



St. Louis, Mo., Nov. 3, 1890.

Miss Ellen McGrath,  
Secretary S. W. Missouri Teachers' Institute,  
De Soto, Mo.

In reply to your favor of the 30th ult., would state that we would be pleased to make our usual reduction for delegates attending the Teachers' Annual Institute, to be held at De Soto, Mo., December 30, 31, 1890, and January 1, 1891. Delegates paying full fare over this line to St. Louis will be returned, on presentation of proper certificate on or before Jan. 3rd to our agent, Union | Depot, St. Louis, at one cent per mile.

Yours truly,

110

70.

Dear Sir: I enclose herewith letter from Rev. S. A., which explains itself. I have requested Mr. A. to call at your ticket office at North Manchester and told him that you would sell him ticket at clergy rate, North Manchester to St. Louis. Use book excursion; erase words "and return," and limit not good after date of sale. Notify me hereon if you sell the ticket, date of sale and limit, that I may send you special order to be attached to your weekly ticket report to the Auditor as authority.

Yours truly,

94

71.

Dear Sir: On August 12th I requested you to furnish M. and J. each with one first-class limited ticket from Eureka Springs to Chanute, Kansas, via Pittsburg, and up to the present date have received no advice from you that the tickets had been furnished. I am advised by Mr. Johnson, who requested me to have the tickets furnished, that the agent at Chanute states that he received advice from you direct that the tickets had been furnished and he had remitted direct to you in settlement for same. Please advise me if this is correct that our | order may be cancelled.

Yours truly,

106

#### RAILWAY MAIL SERVICE.

72.

St. Louis, Mo., March 9<sup>th</sup>, 1887.

R. H. Cornell, Esq.,  
Transfer Postal Clerk,  
City.

Sir: Mails for Cairo and Poplar Bluff should be forwarded over St. Louis & Texarkana R. P. O. until further notice. The service on the Cairo & Poplar Bluff Line is interrupted by high water, and trains do not leave and arrive at Cairo.

64

Trains 605 and 606, St. Louis & Columbus Line, are discontinued until the water subsides. Mails heretofore forwarded on Train 605 will have to be held for and dispatched by Train 607. Please be governed accordingly.

Very respectfully,

J. P. Lindsay,  
Chief Clerk.

110

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73.

Weekly Order to Railway Postal Clerks:


**BLOCKADES.** — When severe snow storms threaten to blockade the railways, it will be the duty of all Railway Postal Clerks who are off duty to report in person at the terminus of their route from which they begin and end their runs, and to take charge of any runs they may find vacant, or to assist the other clerks if necessary.

Those who begin and end their runs in Chicago will, in such cases, report to the Superintendent in person, and those who begin and end their runs at the headquarters of a Chief Clerk will report to him in person. This order is issued to prevent any unnecessary delay to the mails, and must be obeyed in all cases. See Section 752 "Instructions to Railway Postal Clerks."

It will be required of each clerk off duty to keep himself informed as to the condition of his line during the winter months, when storms are liable to delay the trains, in order that no runs may be left vacant. Clerks will promptly notify their Chief Clerks, or (if not under the jurisdiction of a Chief Clerk) this office by wire whenever their trains are blockaded or seriously delayed by snow or other causes. Upon the opening of a line that has been blockaded, a full report of all failures or partial failures to perform service (giving dates) must be made to the Chief Clerk or this office. All employees who are in charge of a Chief Clerk will make a full report of all failures to perform service during blockades to such officer. All others will make these reports to this office.

Clerks in charge on lines where full R. P. O. cars are in use will make similar reports of every case where a postal car does not make a full trip over the whole length of the route, or where a shorter car than usual is on the run, giving points between which cars were not run, or between which shorter cars were used. The utmost accuracy is enjoined upon all in making up these reports. It is especially important that clerks make these reports immediately upon resumption of service, and great care must be taken to have such reports absolutely correct, as upon this information this office reports each case to the Department.

**RETURN MAILS.** — It is the duty of conductors of mail trains, either in person or by their brakemen, to notify R. P. Clerks where they are to meet trains running in opposite direction, provided it be at other than the schedule meeting point, so that all return or "go-back" mails may be properly put off and connected. Where this information is not voluntarily given, the Clerk in charge should ask for it; and whenever any return mail is delayed through failure of the train men to give this necessary information when called



upon, a full and separate report must be made to this office by the | Clerk in charge, giving date, number of his train, amount of mail delayed, and explaining all the circumstances.

Be governed accordingly.

Jas. E. White,  
Superintendent.

526

74.

Sir: Received to-day at 9 a. m. from St. Louis and Atchison No. 1 (outbound) a pouch for St. Louis, Mo., from New York. Am unable to say whether this was mispiled by Vandalia No. 7 or missent from St. Louis office.

Clerk-in-Charge Primm will probably be able to state at what time and from whom pouch was received by him.

Very respectfully,

64

75.

Sir: There is an error in the original report of this irregularity.

The porter who carried pouch to this office stated it was from Vandalia line, and the original report was made immediately and sent to your office. The porter who received pouch from Mo. Pac. car was seen afterward, and he stated the pouch was missent to St. Louis and Atchison car from Toledo and St. Louis R. P. O., arriving date the irregularity occurred.

Records of this office show notation of particulars in the case.

Respectfully,

88

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#### FREIGHT.

76.

7645.

G.

April 25, 1881.

T. D. Flippen, Esq.,

G. P. R.

Dear Sir: Herewith I hand you claim of Graham Paper Co. for damage on a lot of paper shipped from New York to St. Louis.<sup>25</sup>

The E. Bs. attached refer to Nashville W. Bs. from which you will be able to locate the shipments.

I examined the paper at consignees' store, and found it to be damaged as claimed. The consignment was damaged fully 50%, which was partly done by the boxes having been railed, and it was done | in such a clumsy and unskillful manner, that the nails instead of going into the wood were driven into the paper. This was partly due to the strips being placed across the middle of the box and driven in, and after going through the box covering the nails naturally went into the paper, and in this case it was in the middle of the sheet.

The greater part of it, however, was damaged by water, which completely spoiled the paper, and rendered it entirely worthless.

The entire damage was of such a nature as to render detection almost impossible until the cases were opened. This is plainly shown from the fact that the Graham Paper Co. received it, as did also this company at Columbus without exception. I do not think that any of the damage occurred on the I. M. & S. Ry., as the paper was entirely dry upon arrival in St. Louis, which shows that the injury was long standing. We had no occasion to reail the boxes, as they reached St. Louis under Columbus seals.

Please investigate and authorize me to charge you with the amount claimed and oblige,

Yours truly,

S. Frink,

G. F. A.

300

77.

51027

I3960

Sept. 13, 1883.

S. H. Skinner, Esq.,

Denton, Tex.

Dear Sir: Answering your favor of Aug. 31st, inquiring about claim presented by you numbered as above, I beg to say that the papers are now with our Division Claim Agent for investigation and I have just asked for their early return. I will keep the matter in sight and push it to a conclusion and advise you of the result without a moment's unnecessary delay. In the meantime I trust you will not deem it necessary to resort to the courts.

Yours, etc.,

Frank Trumbull,

Freight Auditor.

113

78.

St. Louis, Mo., Aug. 28, 1882.

Account Claim, \$123.33.

Our No. 12 303.

Wabash No. 12 463.

C. G. Eddy, Esq.,

G. E. F. A., New York.

Dear Sir: I am in receipt of a letter from Messrs. Kellum & Rotan of recent date, urgently requesting settlement of their claim 12 463. You understand this matter thoroughly and it will therefore be unnecessary for me to go into detail; suffice to say that I am advised by Mr. H. H. Wheeler, G. F. A. Wabash R. R., under date Aug. 22, that he authorized A. W. Colton, Esq., Manager Wabash Lake Line, to pay the claim last May 2nd.

You will recognize the importance of pushing up our Eastern friends. We did everything possible here long ago, and we should not be compelled to shoulder the blame for this additional delay. We authorized Mr. Wheeler of the Wabash to pay our proportion last April, and I cannot comprehend why the matter still hangs fire.

Mr. B. O. Bowers, Messrs. Kellum & Rotan's broker, should be impressed with the fact that | we are not blamable for this delay, that we have done everything in our power to expedite the adjustment of the claim.

Yours truly,

Frank Trumbull,

Freight Auditor.

We will continue the struggle to get the claim paid by wire from this end.

243

79.

Dear Sir: Referring to this claim of yours for overcharges on shipments fruit trees, I have done the best I could and have been unable to arrange a settlement. The trouble lies in the fact that the trees came over two different routes to St. Louis. I would, therefore, request that you make two claims of this and give them to the roads issuing the bills of lading to adjust.

By complying with the above, you will obtain payment sooner and oblige,

Yours truly,

84

80.

Dear Sir: In handing you these papers I would call your attention to the fact that my agreement with you allows you the same for transferring as the Wiggins Transfer Company, or \$6.00 per car on freight put into our yards. This divided, allows you \$4.00 for crossing the river, \$1.00 for switching to the Elevator, and \$1.00 for Incline.

Now on this shipment this company paid the Incline charges, or \$1.00, which amount your company should have paid. I would therefore request that you remit \$1.00 and oblige,

Yours truly,

97

81.

Dear Sir: In returning these papers I would respectfully call your attention to letter attached from our agent at Belmont, in which he says that cars are ready for delivery sometimes quite a length of time before you take them. It has often caused very serious trouble, as in this case where a delay followed which has held this sausage a couple of days longer on the route than it should. There was no delay up to Belmont and, as the fault lay entirely in your company's not taking the car, I cannot see wherein this company is responsible, and | I would therefore decline to participate in the claim.

Yours truly,

111

82.

Dear Sir: The one coil rope mentioned in the papers has been forwarded on St. Louis W. B. 166, Jan. 10th, 1881.

Please have same delivered to consignee and let him make a bill for all loss sustained and return same to this office with all these papers attached, and oblige,

Yours truly,



83.

Gentlemen: Replying to yours of recent date relative to claim acct. Mark S. Cohn, rebate \$317.75, have to say that I am unable to locate a claim of this description.

This department furnishes a postal card acknowledgment for every claim registered, and, if this card is examined, your client will find that we have also given the claim number to which claimants are earnestly requested to refer when corresponding relative to the claim. I am unable to locate the claim at present owing to the inadequacy of the reference supplied. If you will reflect for a moment, you will readily comprehend that we have thousands of claims on hand and under course of investigation, and to locate any particular claim without the proper reference is by no means an easy undertaking.

If your client is unable to produce the postal card, please obtain from him any particulars you may be able and advise me, and I will again give the matter prompt attention to a thorough search.

Yours truly,

173

84.

51914

51638

51639

51640

Nov. 30, 1883.

Brown Medicine Co.,

St. Louis, Mo.

Gentlemen:

Replying to your favor of the 13th inst., relative to the above claims, beg to advise you that claim No. 51914 was vouched a few days since and will be pushed through with every possible dispatch.

As to claim No. 51638,—under date of October 9th, we returned all papers to our agent Mr. Byles with instructions to hand you same and to inform you that the 2 boxes for which claim was made were delivered consignees April 30th, 1883. I trust Mr. Byles has complied. Would suggest that you call on him if he has not closed the matter up with you. X !

As to claim No. 51639, shipment 1 box medicine to J. A. Cook, Lewisville, Texas, our agent at Henderson, Texas, advises me that this box of medicine has been delivered to consignee's forwarding agents who still have it in their warehouse (as far as we have learned) and that consignee has been so notified. There are two Lewisvilles in Texas, the other being a point on the M. K. T., where the box was first billed. As no county was specified on dray ticket, we are not responsible for the delay. I wrote Mr. Byles, under date Sept. 25th, in substance the same as above and requested him to return you dray ticket. I hope he has done so.

Claim 51640 is still under investigation and being pushed vigorously.

Yours truly,

Frank Trumbull, F. A.

293

85.

Dear Sir: Responding to your inquiry concerning claim for loss of H. H. G., beg to advise that I have this day wired our division claim agent of Ft. Worth, in whose hands papers are for investigation, to return claim to me at once. Upon receipt I will at once issue voucher, if goods are not found and amount claimed is reasonable, or will promptly advise you.

I beg leave to call your attention to the fact that a claim of this kind could not be paid first and investigated afterwards, as, in the event of goods being found, they | would not realize beyond a small part of what they may be worth to you. "

Yours truly,

117

86.

Dear Sir: Herewith claim E. D. Mathews & Co. returned, declined.

I fail to understand why the I. M. & S. Ry. is in any way responsible for this loss. The mackerel was delivered to consignees in good order. If the parties so receiving the goods thought best to leave them on the platform for thirty-five days or even more, it is not our fault if the goods perished.

Had the consignees immediately upon receipt of goods the first time showed and verified their loss, we might entertain the claim, but under the circumstances I cannot pay the claim. |

Yours truly,

102

87.

Dear Sir: Referring to yours of the 4th inst., if the enclosed statement purports to cover the shipments to Messrs. Dodge, Potter & Co., for season 1879-80, it is very evident that consignees are somewhat confused in regard to their shipments and receipts; there were over 800 bales shipped from Texarkana.

If statement covered entire shipments from points named, we would consent to take the case in hand and show delivery to connections at St. Louis. As it does not cover their shipments, we must respectfully decline to take any action in the | matter for the present.

If, to satisfy claimants, we are obliged to trace all the cotton shipped to them, we shall ask for certified copies of bills of lading.

Yours truly,

131

88.

Dear Sir: Am I to understand from attached that you positively decline to pay more than \$17.00? The claim is for \$45.50, and as your road alone was responsible for the loss, you should pay the amount, subtracting the freight on the loss from St. Louis south.

Roads south of St. Louis are not interested in this matter, but the claim has got to be paid, and by whom? Certainly not by those roads which did not do the damage, but by the O. & M. where the injury is located.

Why did not your | agent, when he discovered the whisky was leaking, have it transferred to other barrels or have same barrels recoopered, and thus prevent further loss?

Yours truly,

126

89.

Gentlemen: Returning herewith your claim on 1 car apples from Decatur, Mich., to Dallas, would call your attention to the fact that B. L. reads to Longview, Tex., to which point the apples were forwarded. J. C. Turner, the consignee, refused to receive the goods when you were asked to order disposition; and, as per your instructions, the consignment was rebilled from Longview to Dallas.

I have referred the matter of the overcharge to the T. & P. Ry., and they refuse to refund anything inasmuch as they would not have paid anything had the shipment remained at Longview. | The contract on shipment through to Dallas does not hold good in the case, and I cannot see but what the charges will have to remain as they are.

Please correct your bill accordingly, and oblige,

Yours truly,

138

90.

Dear Sir: Herewith I hand you claim of B. F. Hunter for \$17.40 on loss from bill of goods bought of White & Greer of Cairo, Ill., and consigned to himself at Sikeston, Mo.

The facts in the case are fully explained by our agent at Cairo, in a letter from him dated Oct. 26, 1880, which almost conclusively proves that most, if not all of the goods were lost while being switched by the C. & O. R. R. I have asked N. S. Pennington, G. F. A., to authorize me to charge the | C. & O. R. R., but he declines on the ground that his company merely switched the cars and cannot be held responsible for the loss. Now the question arises, can the C. & O. R. R. be held accountable for the goods entrusted to their care to be switched by them, when this company pays them a valuable consideration for doing our switching at that point.

Please state which company pays the claim, and oblige.

Yours truly,

178

91.

Gentlemen: Herewith I hand you your D. T. for 30 cases yeast powder, consigned to Le Geirse & Co., Galveston, Tex., and on which we are asked to pay for 1 case yeast powder lost.

Twenty minutes after signing this receipt, our receiving clerk noticed that he had signed for one too many, and immediately saw you regarding the shortage, but you refused to make same good.

While you have our receipt for 30 cases and can hold us responsible for same, still all the evidence goes to prove that you delivered to this company but 29 | cases, which being all we received, you should not expect pay for one we never got. I know that when you look at it fairly you will reconsider your former decision and have claim withdrawn, as it was you who obtained the benefit of the error. Your early attention and return will oblige,

Yours,

154



92.

Gentlemen: Referring to your letter of the 10th inst. relating to claim of Mrs. P. Clift for loss of H. H. goods, would say that I herewith inclose to you all papers relating to same, showing that the I. M. & S. Ry. delivered these goods to the T. & P. Ry. Dec. 30, 1879. When we did so deliver the goods, our responsibility in the matter ceased.

I would advise you to refer this matter to W. H. Newman, G. F. A. T. & P. Ry. at Marshall, Texas.

Yours truly,

97

93.

Gentlemen: Herewith I return your claim against this company for overcharge in weight on shipment green hides from Russellville, Ark., to St. Louis, and would call your attention to the indorsement of agent at Russellville, in which he states that the shippers have been filling up bills at a less weight than the hides actually weighed. He weighed these hides, and certifies as to the correctness of the weight as billed.

From above circumstances, I must decline to entertain the claim.

Yours truly,

88

94.

Dear Sir: Referring to your claim for damage to bagging at Little Rock, would call your attention to the fact that the B. L. consigns this shipment to the care of the steamer "Big Rock," Little Rock, Ark. When, therefore, we notified (as we did as soon as the freight arrived at Little Rock) the boat that the bagging was there, our responsibility ceased. Notwithstanding this fact, however, we took as good care of the bagging as it was possible under the circumstances; but it made the baggage subject to charges for storage which we never asked you to pay. | I cannot see wherein this company is liable and I must, therefore, decline to entertain the claim.

Yours truly,

119

95.

Gentlemen: Referring to attached papers would say that, through mistake at the end of the line, the whisky was billed through to Marshall, Texas, while according to the bills of lading it should have been billed to Jefferson, Texas. If it had been billed correctly, you would have had to pay freight from Jefferson to Marshall of 27 per cwt., which added to the B. L. rate to Jefferson would have made a through rate of \$1.02. | Under the circumstances I would request that you reduce your bill to \$11.52, which allows Line \$1.02 per cwt. I ask this of you because the T. & P. Ry. absolutely refuses to refund anything, which throws the entire account on the I. M. & S. Ry. I am willing to refund all the account on the I. M. & S. Ry., which amounts to \$11.52.

Yours truly,

176

96.

Dear Sir: Referring to your letter of the 19th inst. relative to balance due you of \$186.72, would say that you were to be allowed 15 cts. rebate when the meal was billed at 75 cts., which would give you a rate of 60 cts. per barrel, or exactly the amount you were to be allowed. As I cannot allow you 15 cts. per barrel on those shipments billed to you at 60 cts., I made voucher for those billed at 75 cts., and so considered the claim settled. I

Yours truly,

102

97.

March 11, 1887.

R. D. Lewis, Esq.,  
Agent, Little Rock, Ark.

Sir: Herewith I send Govt. original B. L. 1507, St. Louis to Little Rock, Ark., March 8th, 1887, freight payable to St. L., I. M. & S. Ry., which have properly signed and return to this office.

Respectfully,

J. W. Wallace,  
Auditor.

68

98.

Sir: Herewith I send Govt. original B. L. 1509, St. Louis to San Antonio, Tex., March 9th, 1887, freight payable to St. L., I. M. & S. Ry. which please have properly signed and return to this office.

Respectfully,

48

99.

Sir: Herewith I send Govt. duplicate B. L. 1509, St. Louis to San Antonio, Tex., March 9th, 1887, freight payable to St. L., I. M. & S. Ry. Please acknowledge receipt of hereon and return to this office.

Respectfully,

48

100.

Sir: Herewith I send Govt. duplicate Bs. L. as follows:

1486 St. Louis to Houston, Tex. 3-5-87.  
1488 " " " Abilene, " 3-5-87.  
1492 " " " Eastland, " 3-7-87.

Freight payable to St. L., I. M. & S. R. R., which please acknowledge receipt of hereon and return to this office.

Respectfully,

72

101.  
6658

M

April 6th.

Horace Tucker, Esq.,  
G. F. A., Chicago.

Dear Sir: Attached you will find a statement showing that 483 B. C. were delivered to you at Cairo, which you will please show delivery to consignee, as soon as possible.

I hold in my possession the original B. L. for this cotton, but as the shipments covered by them have been forwarded East via various lines, I have retained them in this office.

Yours truly,

S. Frink, G. F. A.

90

Statement.

Transfer of B. C. to I. C.							
CAR.		W. E.	Date.	Bales.	Mark.	Mfst.	Date.
I. C.	435	1282	Dec. 25	38	BALL	85	Dec. 30 1879
"	1568	"	" "	6	BALL-2	"	" " "
"	12060	"	" "	"	A McB-3	"	" " "
"	1892	1319	" 27	5	WEAV-1	"	" " "
"	1205	1279	" 25	31	JOHN-1	86	" " "
					NNJ	82	" 29 "
					HUGH-1		
J. M.	712	"	" "	13	BOIV-12	"	" " "
J. C.	1205	1280	" "	5	NNJ	"	" " "
					AMcB-15		
"	2022	"	" "	37	NNJ-12	"	" " "
"	1892	1319	" 27	32	HEIL	86	" 31 "
"	12060	"	" "	3	WEAV	"	" " "
"	712	1376	" "	41	SJW	"	" " "
J. M.	4203	"	" "	3	"	"	" " "
J. C.	12088	1328	" "	40	BALL	"	" " "
					BALL-12		
"	12060	1329	" "	40	WEAV-28	"	" " "
					SJW-14		
"	12077	1330	" "	38	HUGH-20	87	" " "
					COB-4		
"	1164	"	" "	3	NDR	7	Jan. 2 1880
"	789	"	" "	1	HUGH	10	" 3 "
"	216	1027	" "	22	SJW	2	" 1 "
"	"	"	" "	18	HEIL	"	" " "
J. M.	736	"	" "	2	"	"	" " "
					IBEX-37		
J. C.	12071	1396	" 29	43	WEAV-6	"	" " "
"	877	1399	" "	25	BETJ	"	" " "
"	1813	1394	" "	37	HEIL	6	" " "
"	509	"	" "	3	"	"	" " "

486 B. C.

6658 M.

102.

Dear Sir: Attached you will find papers and correspondence in claim of W. J. Lemp for overcharge on shipment of beer to Texas points.

These are car-load lots and were weighed at Texarkana, but you will notice that in a number of cases the weight of the cars was estimated, thus destroying the proof of actual weight.

Again, the scales at Texarkana are not to be relied upon, as several instances have been brought to my notice lately in which cars have been weighed at Texarkana and also by connecting roads and even at other points on the I. M. & S. Ry., and the result showed a heavy increase in the weights at Texarkana. # Z

The number of packages loaded in these cars will not weigh more than 20,000 lbs. and W. J. Lemp is very particular not to put in more than the standard allowance of ice. These cars then did not weigh over 20,000 lbs., and I think it would be but just to reduce our earnings to that basis. Will not line south of Texarkana join with us in so settling the overcharges?

Yours truly,

197

103.

Dear Sir: In May of last year, W. G. Anderson & Co. shipped a car load of grain bags from Tip Top, Kentucky, to R. M. McJones & Co., this city. Your company issued its bill of lading for 270 bundles or bales, in I. C. car No. 3118. The shipment arrived at East St. Louis in due course under the seals of your company on both side doors, and end doors fastened inside. We delivered them to the Transfer Co. at East St. Louis, but the car checked short 22 bales and a "Short Report" was made by the Check Clerk at the time, and the count of the Transfer Company corresponded. The Check Clerk states that he was not absent from the car from the time it was opened until the last delivery was made and loaded on the Transfer wagons, and he personally counted them. R. McJones & Co. have made claim for the 22 missing bales, which claim amounts to \$389.95. Your company having refused to pay the same, suit is about to be instituted against this company. The attorneys insist that while we may never have had possession of the missing bales, yet, as part of the transportation line, we can be held liable. Mr. McJones said to me that he is satisfied that we delivered all the bales that we received, and the evidence is pretty clear upon that point, not to say conclusive. I think it is equally clear from the papers that you delivered all the bales that you received or that were loaded in the car, unless they were taken out of the car before it was closed and sealed at Tip Top. It seems that they were loaded at the warehouse of Anderson & Co. by an extra laborer named Bryant. Mr. Lamb, the agent, says that he took his count and made bill lading accordingly. In other words, he did not personally count the bales or bundles. The case was fully investigated by your general freight agent, Mr. B. M. Mitchell, and I inclose a copy of his letter to Mr. Lamb of the date of July 8th, giving the result of his investigation, and admitting frankly, and as I believe correctly, that the bags were either never loaded or that they were stolen out of the car while it was being loaded and before it was sealed up. Again, after further investigation, Mr. Mitchell writes

to Mr. Blue under date of July 28th, 1884, confirming his conviction that the bags were never loaded; copy herewith.

I will add that no development has been made to justify any different opinion. Under date of Oct. 20th, 1884, Mr. M. writes our Mr. Blue, after still further investigation of the case, "Pay this claim, and I will make disposition of it after settlement is made. I am still of the opinion that the shipment was never loaded, or, if loaded, the error occurred after arrival at St. Louis in making delivery." This latter expression of doubt deterred Mr. Blue from paying claim, and so the matter stands. Subsequently, your attorney, P. H. Darby, Esq., advises against the payment of the claim because, in his judgment, the papers showed that the loss did not occur on your road. I think the evidence is still more clear that it did not occur on our road. The question, therefore, is, should you not, in fair dealing, protect your bill lading? As Mr. Mitchell has repeatedly admitted, the mistake evidently occurred in loading the car, and the agent made the bill lading without a personal count. Here is the only loop-hole in the case, and I submit that it is due to this company that it should be protected against the threatened lawsuit. Will you not authorize this to be done, either by instructing us to defend the suit on behalf of and at the expense of your company, or by paying the claim? While the loss may not have occurred on your line, it evidently occurred through the negligence of your agent, because of his failure to count the property for which he issued bill lading. A personal investigation will doubtless satisfy your representative, as it has satisfied me, that we properly delivered all the freight that we received. Your speedy answer is earnestly desired.

Yours very truly,

737

104.

7th St. Station, St. Louis, March 3d, 1890.

F. C. Blackwell, Esq.,

General Auditor, City.

Dear Sir:

Please find below statement showing amount of tonnage and revenue on freight forwarded from this station during months of February, 1889 and 1890.

Mo. River and Western Competing Points.

Year.	No. car loads.	Total weight.	Total revenue.	Av. wgt. per car.	Av. rev. per car.
1889	1309	26,875,874	27,386.98	28,764	58.63
1890	1574	28,476,377	103,875.47	28,765	27.87
Increase	476	6,567,547	46,876.04	186	10.56
Decrease					

M. P. Local Points.

1889	1468	47,876,746	36,876.38	28,087	37.76
1890	1476	7,987,765	76.76	27,987	27.87
Increase	987	267,876	6,765.87		1.76
Decrease				1,765	

Company Freight, Deadhead, not included in above.

Year.	No. car loads.	Total weight.	Total revenue.	Av. wgt. per car.	Av. rev. per car.
1889	467	27,876,765		36,876	
1890	765	5,476,876		5,876	
Increase	765	6,654,007			
Decrease				367	
M. K. T. Local Points.					
1889	365	6,654,876	87,765.76	37,876	47.87
1890	476	5,654,008	76,765.87	65,765	65.76
Increase				376	7.56
Decrease	76	65,987	543.87		
Texas Points.					
1889	456	76,657,765	76,765.65	76,890	67.76
1890	65	65,876,765	65,765.87	6,876	67.67
Increase	346	6,765,876			
Decrease			8,765.67	65,765	65.76

## 1889.

67 cars diverted to I. M. not inc. in above.

6 cars forward on through billing from I. M. not inc. in above.

23 " " " " " " Oak Hill " " "

60 " " " " " " Howards " " "

## 1890.

27 cars diverted to I. M. not inc. in above.

35 cars forward on through billing from I. M. not inc. in above.

13 " " " " " " Wabash " " "

5 " " " " " " Oak Hill " " "

## RAILWAY CONSTRUCTION.

105.

St. Louis, Mo., May 7th, 1889.

Geo. Foster Manning, Esq.,

Chairman Reorganization Committee,

D. &amp; R. G. W. Ry., 16 Broad St., New York.

Dear Sir: Col. Wright sends me the results of the surveys, just finished, of the proposed new line from Cisco to Crevasse, the latter being a station in Colorado fifteen miles east of the State Line. The new line is for the most part in the valley of Grand River, and

besides avoiding one summit (at Excelsior) of 400 feet in height, will shorten the line 7 1-10 miles, of which 6 2-10 miles are in Utah and 9-10 miles in Colorado.

The cost of the line as compared with the former scheme of using the old line with several local changes in Utah only will be about as follows:

1. Cisco to Crevasse via present line with local changes only,

Present distance.....	44.75 miles
Distance by revised line.....	42.60 miles
Of which there will be new line.....	11.10 miles
Old line.....	31.50 miles

Cost:

Grading and Bridging in Utah, being Mr. Goss' estimates, \$97,530 plus 22 %.....	\$118,986
New track 11 $\frac{1}{10}$ miles at \$6,825.....	75,757
Track with new rails and 1,200 new ties per mile 31.56 at \$5,752	181,533
Widening banks 16.5 miles at \$300.....	4,950
Relaying sidings, say.....	1,500

Total..... \$382,726

Of this, the part in Colorado will be .

15 miles track with new rails only

or 15 miles at 5000..... 75,000

Leaving for the Utah part..... \$307,726

2. Cisco to Crevasse via Grand River Line,

Distance by present line..... 44.75 miles

Distance by new line..... 37.65 "

Of which the whole will be new.

Cost.

Grading and Bridging, as estimated by Mr. Dodge, Locating Engineer.....	\$230,000
Track, all new, 37.65 miles at \$6,825 .....	256,961
New sidings to be laid with old rails and new ties, say 1 $\frac{1}{2}$ miles at \$2,450 (or \$6,822 less 43 %).....	3,675

Total..... \$490,636

Of which the Colorado part will be,

Grading and bridging.....	\$100,000
New track 14 $\frac{1}{10}$ miles at \$6,825.....	96,232
New sidings, say $\frac{1}{2}$ mile .....	1,225

Total in Colorado..... \$197,457

Leaving for the part in Utah..... \$293,179

That is to say, while the new line will, as a whole, cost \$107,910 more than to use the present line, it will be \$14,547 cheaper to the Utah Company, the excess cost to the Colorado Company being \$122,457. Whether under these circumstances the Colorado Company can be made to agree to it is probably uncertain. That the new line will be very decidedly better when done, there seems to be no room whatever to doubt.

Col. Dodge also informs me that the surveys made since I was there develop the fact that the changes in Price River Canon can be made so as to avoid two tunnels which were shown on the preliminary plans. That the lines could be here very much improved was quite evident; and, when they have all been carefully gone over in the field and re-estimated, the total cost may show a reduction. But until this has been actually done, the only safe course is to add, as I have done, an ample margin for contingencies.

Except in this matter of insufficient surveys, I found very little in Col. Wright's plans or estimates with which I could not fully agree. His subordinates also impress me very favorably; and, from all I could see, I should say that the management of the property was thoroughly good.

Very truly yours,

106.

Dear Sir: We have purchased from Mayer Bros. & Co. 1500 tons of 56 lb. steel rails to complete the laying of the Columbia extension. The first shipment of 532 tons was forwarded from Chattanooga on the 18th instant.

I have sent statement of rails with lengths to the agent at Greenfield, with instructions for him to check them thoroughly and return the statements to this office.

In all contracts with Mayer Bros. & Co. heretofore, they have sent a certain per cent. of rails known as "Seconds." These have always been painted white or red on the ends, so they may be distinguished from the first-class rails.

I will be glad if you will give further instructions to the agent at Greenfield just how to inspect these rails, and report the number of first-class rails and number of second-class rails received in this shipment.

Yours truly,

President.

166

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#### WHOLESALE DRUGS.

107.

St. Louis, Aug. 24, 1883.

Messrs. Chas. A. Salmon & Co.,  
New York City.

Gentlemen: We have yours of Aug. 21st and would say to you that we have at present a good supply of the Cuba sheep's wool sponge, sufficient, we think, to meet our demands until perhaps the first of December.



The Florida sheep's wool sponge has lowered so much in price that our customers are taking that in place of the Cuba, as the price on the latter seems to be higher in proportion than the Florida. However, we will be pleased to have you quote us say 250 | to 500 pounds of Cuba sponge, and doubtless we will be able to send you an order for it before the time mentioned.

With thanks for your favor, we are,

Very truly your friends,  
Richardson Drug Co.

139

108.

St. Louis, Aug. 24th, 1888.

Mr. Geo. St. Clair,  
Topeka, Kansas.

Dear Sir: We send you to-night by express, care Sim Bros., Topeka, Kansas, one telescope of samples of hair and cloth brushes, as these are the samples you desired in a former letter to us. We are satisfied that with these samples you can sell quite a large number of brushes, and we would like to have you carry them over your territory and show them to your customers.

Take all the orders you can get and dispose of them as rapidly as possible, notifying us | of the amount so that we may credit it to you, as we have charged the line of samples to you. We will then take pleasure in sending another line of goods so that at all times you may be in possession of something to show the trade.

Wishing you success, we remain,

Truly your friends,  
Richardson Drug Co.

159

109.

Dear Sir: On your order through our Mr. Harris we regret that we are temporarily out of the following items: No. 73 whisk holders, No. 561 mirrors, No. 6783 odor case, No. 983 toilet case, and Cashmere Bouquet toilet powder. We will be pleased to forward these articles with your next shipment if you so desire.

We also omit 1-2 doz. Gossamer face powder, flesh, in puff boxes, as we are unable to supply it, the manufacturers having discontinued this style of package on the first of Jan. last. We have | had a large supply of the powder in puff boxes but same is exhausted in flesh color. Should you desire it, we can send you in the next order the flesh powder without puff boxes.

Thanking you for your favor, we remain,

Very truly your friends,

146

110.

Gentlemen: We have yours of August 22d, and note your remarks as to the new article which you have, the combination tooth pick. We will not take hold of it at present, but will let you hear from us later in case we have any demand for them.

Our western trade use cheap wood picks very largely and I am afraid would not appreciate your new invention. However, we will do all we can for you when the time comes.

Very truly your friends,

85

111.

Gentlemen: We are in receipt this morning of the silk bandage which you have returned to us. You are perhaps aware that goods of this kind are not carried in stock by wholesale druggists. This particular bandage was made to order for you and of course is of no use to us, and the party who made it refuses to receive it, it being of no use to him. We cannot understand why you throw it back on our hands as it is a dead loss to us. Please advise us what disposition to make of the article.

We certainly think that we are in no way to blame in this matter, simply following your instructions and sending you the article desired. Where wholesale druggists go out of their way to purchase from outside parties and pay for an article, it does seem to us that the customer should recognize our standing in the matter and appreciate our desire to serve him.

Very truly your friends,

166

112.

Dear Sirs: We wrote you some time ago regarding a lot of samples shipped to us by your Mr. Peters from Abilene, Kansas. We note that you have drawn on us for the amount to-day, and we have allowed draft to go back as we are not in receipt of your advice as to what to do with the samples.

We stated to Mr. Peters that he could ship the goods to us, but we found that they would be an entire loss to us as a great many of the goods we do not handle and they are in such small quantities that we could not realize much on them. We prefer to ship them to you and handle only regular stocks in the line. We inclose invoice and will ask you to credit same to our account. 100  
X

We regret that you have had no one in this section for some time past at work among the retailers. It seems necessary in the line of business in which you are engaged that active work among the retailers should be kept up. Other dealers are doing it and with fair success. We hope that our business with you this fall will be very heavy to make up for the small amount of business we have sent this spring.

With best wishes of the writer, we are,

Very truly your friends,

230

113.

Dear Sir: We have yours of the 22d, and desire to say to you that this is the first intimation we have had that there was anything wrong with the ice machine. We have received no notification of any machine having been returned to us, and do not know where it is, as we supposed that you had it and were using it.

We are perfectly willing to put the machine in good order for you, but we desire you to send a tracer after it immediately, as we have no means of knowing where it is.

Asking your prompt attention to this matter, and regretting that we have not been notified of your action heretofore, we remain,

Very truly your friends,

123

114.

Gentlemen: Having been informed that some of the milk dealers of the city are presenting to druggists and others whom they supply with milk, a machine called the Milk Shake, we desire to call your attention to the fact that we have made a recent purchase of a large quantity of these machines at a forced sale, and we are able to offer you a neat and durable double machine, well packed, with one dozen glasses extra, at a remarkably low price.

We are aware that it is very late in the season for these machines; but, if you are at all interested, we can make it to your advantage to call and see the machines and get our prices. At the price we will ask you for them, you can well afford to carry them over until next season if necessary.

We will be pleased to have you give this matter your attention and oblige,

Your friends,

158

115.

Dear Sir: We thank you for your order given our Mr. Black and will call your attention to the fact that we have sent you the Perfection Ice Shave instead of the Little Giant which you ordered. The Little Giant Ice Shave was one that the manufacturers sent out on guarantee, and in no case has it given satisfaction. We, therefore, sent all the stock we had back to the makers, and the trade have discontinued using them.

So we have taken the liberty of sending you the Perfection, the regular net price of which is \$25.00. We have put this machine to you at \$20.00, a special price under the circumstances, and will ask you to give it a fair trial. We have sold a great many of them and they have given entire satisfaction to all who have used them.

We trust our action in this matter will meet with your approval, and that you will have a good season and the profits far more than pay for the machine which we send you.

Again thanking you for your order and soliciting a continuance of your favors, we remain,

Very truly your friends.

199

116.

Gentlemen: We are in receipt of your favor of August 22d, and also of one of previous date the answer to which was delayed on account of the writer's absence from the city. We desire you to send us by express, as soon as possible, 10,000 labels same as sample sent us a short time since, margin of white to be  $\frac{1}{2}$  inch on all sides.

We are not as yet ready to give you an order for the pamphlet covers, as we have not determined on the exact size of the book, but | will be prepared to do this within two or three weeks. We are very desirous of having the labels at once so that we may get up a style of package which we have in our minds.

Please execute as promptly as possible and oblige,

Your friends,

147

## INTERNAL REVENUE.

117.

St. Louis, Mo., December 18, 1888.

Sir: I have your letter of the 17th., and in reply to your inquiries must inform you that a special tax stamp is not transferable from one person or firm to another person or firm, nor is a stamp redeemable for the unexpired portion of the term for which it was issued if it has been at all utilized. The value of a special stamp R. L. D. from now till the end of the special tax year is \$10.42. Please find herewith Form 11, application blank, | which, if you desire to obtain a special tax stamp, you should fill out, sign, swear to and return to this office with an amount of money sufficient to cover value of stamp applied for.

Respectfully,

Freeman Barnum,

Coll. 1st Mo.

Enc. Form 11.

145

118.

Sir: I have your letter of the 10th inst., and in reply to the inquiries made by you have to inform you that the one of you who composed one of the original firm of McSpadden & Headlee, and who continues business at the old stand of the firm for which the stamp was issued, will be entitled to the privilege of continuing business under the stamp issued to the firm until the privileges of said stamp expire, April 30th, 1889. The one who removes to a new stand will be required to pay new special tax | from the time he becomes established in the new stand. Inclosed please find Form 11, which please return with liability of person liable.

Respectfully,

Enc. Form 11.

129

119.

Sir: I have your application for Special Tax Stamp as D. M. T. to date from November 29th ult. and \$1.20 therewith is hereby acknowledged. Owing to the fact that you commenced business in one month and your application and remittance have not reached me until a date in the month following, you are liable to the penalty of 50 % prescribed to be collected in addition to the tax where such delay occurs. You will therefore have to remit 60 cents additional to the amount acknowledged before your liability to the Government will be | considered as settled. Upon receipt of same, I will promptly issue and send you a stamp.

Respectfully,

117

120.

Sir: I have your letter of the 4th inst., and have to inform you that you, as successor of the firm of Musgrave & Long, can continue business at the old stand of the firm under special tax stamp issued to the firm until the term of the stamp expires by limitation, April 30th next. Should you remove your place of business to another stand or take any one into partnership with you, you will become liable to the payment of special tax anew.

Respectfully,

86

121.

Sir: I have your letter of the 14th inst. and, like yourself, think the most consistent and safest course for you to pursue is to pay the tax required by the Government of a dealer in leaf tobacco less than 25,000 pounds. I acknowledge herewith \$5.00 transmitted by you, and send you herewith Form 11, application blank, which you will please fill out, sign, swear to and return without delay. Upon receipt of the application properly executed, I will promptly issue and send you a special tax stamp and a book form to | be used by you as a dealer in leaf tobacco.

Respectfully,

111

122.

Sir: In response to your telegram of the 27th inst. I have to inform you that, from investigation of my record of special tax payers for the current special tax year, I find that the firm of Prather & Curl paid special tax as R. L. D.'s for the purpose of their business to be carried on at Browning, Linn Co., Mo., on August 27th ultimo.

Respectfully,

69

123.

Sir: I have your postal card of the 12th inst., informing me that your business premises had been destroyed by fire and your special tax stamp consumed, and I inclose herewith Form 38 1-2 upon which to make application for a certificate of payment of special tax. Fill out, sign, swear to and return the form promptly. Upon receipt of same properly filled up, I will issue and mail to your address the certificate of payment of tax by you.

Respectfully,

Enc. Form 38 1-2.

98

124.

Sir: I have your letter of the 26th inst. wherein your request for permission to sell a case of cuttings to James Smith, Factory No. 58, District of Kansas, is contained. Your application for permission to sell a case of cuttings or any quantity of tobacco, cuttings or scraps, should be made in duplicate; the number of pounds should be stated; the name of the party to whom you desire to sell and his residence and district should be named in your application. Permission will be granted when the application is received in this shape. Forms of permit | can be obtained of Messrs. Buxton & Skinner, stationers of this city, upon payment for the same. Write and state what is wanted and send them 25 cents.

Respectfully,

180

125.

Sir: I have your letter of the 4th inst., and post-office money order therewith for \$11.45 is hereby acknowledged. Your application is hardly in form to be acceptable; I have therefore to inclose you herewith Form 11, regular form of application, and to request that you fill out, sign, swear to and return the same promptly to this office. Upon receipt of same executed according to requirements, I will have stamps issued and forwarded to you.

Respectfully,

Enc. Form 11.

86

126.

Gentlemen: I have as yet heard nothing of the stamps which the records of this office show were issued and mailed to you on the 19th of November ult. I have daily expected the stamps to be returned to this office. Should the same be returned, of course they will be promptly forwarded to you. If, after every reasonable effort to recover the stamps has been made, they are not recovered, I will have you make application for the issue of stamps in lieu of those lost. I do not know, however, that such an application would be successful, | as the law provides for such an issue only where it can be conclusively proven that the stamps have been destroyed.

Respectfully,

122

127.

Sir: I have your application for a special tax stamp to date from to-day, the 1st inst., as D. M. T.; and \$0.80 (80 cents) therewith is hereby acknowledged. The value of the stamp you apply for is \$1.00. You will therefore have to remit 20 cents additional to the amount acknowledged before your liability to the government will be covered. Upon receipt of twenty cents additional to the amount already in hand, I will promptly issue and forward your stamp to you.

Respectfully,

86

128.

Gentlemen: My letter to you of the 15th inst. requiring you to return to me Form 11, application blank, filled out, signed and sworn to, has not yet been complied with. As it will not be possible, if you have not already forwarded the blank, for it to reach this office before the 1st of December prox., you will, in complying with the request contained in my letter referred to, remit 60 cents additional to the amount acknowledged; said 60 cents being 50% penalty incurred by the delay you have allowed to arise.

Respectfully,

100

129.

Sir: I have your communication of the 30th ult. wherein you make application for a permit to sell cigar cuttings to J. C. Mitchelson & Co.<sup>23</sup> You fail to state in this application whether Mitchelson & Co. are cigar or tobacco manufacturers or both.

The law permits scraps and cuttings, which<sup>50</sup> are in the light of the law tobacco in process of manufacture, to be sold by one manufacturer to another manufacturer; the work of manufacturing being continued until completed. It is my recollection that Mitchelson & Co., from what I have heard, are dealers in leaf tobacco. Until, | therefore, you clear up the case or right my understanding with regard to it, I cannot grant you the permission you ask. Then, too, your application for a permit should be in duplicate. You should state that the parties to whom you wish to sell are manufacturers of cigars or tobacco, and should also state their factory number and the district in which they reside or do business.

Form of application for permission to sell scraps, cuttings, or manufactured tobacco, by one manufacturer to another, can be obtained from Messrs. Buxton & Skinner, stationers of this city, whom, if you | desire, you can address. A remittance of 25 cents to them would cover the value of a sufficient quantity of the blanks to cover requirements of your business for some time I should think.

Respectfully,

236

## WHOLESALE SADDLERY LETTERS.

130.

Dear Sir: Yours of the 22d to hand. We are disposed to put a man in the territory proposed by you, but we are not disposed that any such man shall stand us over 8 per cent. whether on salary or commission.

We mean to say by this that, where we engage a man on regular salary, his salary combined with the traveling expenses must not exceed 8 per cent. of the gross amount of his sales; in allowing a man 8 per cent. commission, he must pay his own traveling expenses.

If the expense should be any larger than | this, it would not justify us. If any one else is inclined to allow you more than 8 per cent. you are welcome to it; our profits do not afford it.

Yours truly,

133

131.

Dictated by A. S.

St. Louis, Aug. 28, 1888.

Heman & Dashan Mercantile Co.,

Evanston, Wyoming Territory.

Gentlemen:

We have your esteemed favor of the 21st inst. We have no back order to go from here; there are a few small items to go to you from our factory at Mason City. We would suggest to you, therefore, that you add enough to your order of the 21st inst. to make shipment weigh at least 100 lbs., as the freight will be the same for less than 100 lbs. as it will be for full weight. If this suits your pleasure let us hear from you at once, otherwise will make a back order of the stirrups and leggings.

We have your bill charging us back with \$3.05 for spots and nickel fronts short. We will credit you with this amount, but would request you to kindly make a thorough search for these articles again, as our young man who filled your order feels quite positive that these items went along with the rest of the goods. Possibly they may turn up.

Awaiting your further kind favors, we remain,

Yours | truly,

Jacob Straus Saddlery Co.

205

132.

Dear Sir: Replying to yours of the 25th inst., we do not make any rope traces such as inquired for.

We can furnish you with a few dozen No. 7 Patent Rim hog collars, but not at the old price. On account of the very great advance in hog-skins, we have been compelled to raise the price of these collars to \$11.00 per dozen. If you want us to furnish them to you at that, we will accept your order.

We quote you 3-4" ; 7-8" and 1" 13 1-2 ft. check lines | with snaps, at \$11.00, \$12.50 and \$14.00 respectively.

We have no late net price-list on strap goods such as you request; presume you have our harness catalogue with price-list, so can only furnish you with our saddle catalogue and list.

Awaiting your further favors, we remain,

Yours truly,

157

133.

Dear Sir: Your kind favor of the 25th received. We will credit you \$1.00 on the one dozen No. 30 Sweeny collars, but we cannot sell them to you for less than \$18.00 hereafter.

Our agent, Mr. Getz, had them on the order at \$18.00, and the other kind at \$17.00.

If you will look carefully at the bill, you will observe that we have not charged you for baling the collars; we charged you 45 cents for box and 50 cents | for drayage, but nothing for bal. sz.

Hoping you will find this explanation satisfactory, we remain,

Yours truly,

117



134.

Gentlemen: Yours of the 26th to hand. Have noted your instructions in regard to order which shall have due attention.

Have this day mailed you our several illustrated catalogues with price-lists, on which we will make you the following discounts:

On Saddles, 5 %,  
On Strap Goods, 5 %,  
On Harness, 25 %.

Terms 60 days, 3 % off cash.

The discount of 5 % on saddles is only on such saddles as appear in the catalogue and in accordance with prices as listed. We have, of course, many styles of saddles not embraced in the catalogue.

Yours truly,

108

135.

Dear Sir: Your late favors received. Inclosed hand you our check for \$100.00 in settlement of salary for the two months commencing June 15th and ending Aug. 15th.

Inasmuch as the result of your trip thus far has been far from what we even recently expected, we can hardly be expected to continue the arrangement existing between us now, but will say to you that from the 1st of September we will allow you at the rate of 4 % on your direct sales and pay your traveling expenses for such time as we may deem proper. If we find that you are sending us in enough orders from good men to warrant us in going ahead with you, we will allow the latter arrangement to run on, but shall take the privilege to cancel it at any time at our pleasure if things do not suit us.

We can hardly understand how you could have been too late at so many places when you started out so early in the season. You should not have gone on wild-geese chases over territory you had no acquaintance with. You should have confined yourself to such territory as you were reasonably certain of doing some business in, and where you were known. We have no doubt but what you have tried hard enough; still we can only be governed by results.

We should hardly think you would sell to Mr. Abram, as he comes to market and we generally sell to him here.

We fear that you will not make a success of your connection with us, but, as remarked, we will try it a short while longer, and if it does not go we will have to call it off, to be plain about it.

From what you wrote us when you first applied to us about what you could do, we had a right to expect many better orders than you have sent in. We presume you did not go at it in the right manner. Let us hear from you.

Yours truly,

351

## STOVES.

136.

Gentlemen: We thank you for your remittance of \$14.03, which amount has been placed to your credit.

In regard to the stove shipped to J. G. Sorgen, Sioux Rapids, we beg to state that he is our traveling salesman, and we sent him a sample stove to sell by.

We are very much pleased to learn that you intend to push the Quick Meal. As our salesman has changed his route, he will not be able to make Sioux Rapids until very late in the season, if at all. We therefore shall appreciate it if you will take the stove shipped to J. G. Sorgen from the freight depot and allow us to charge same to you, dating bill April first, 60 days. We herewith inclose bill of lading and kindly request you to advise us if you will receive the stove so we may send you bill for same.

We do not know of any stove shipped to Townsend Bros., Greenville, Iowa, and think you must be mistaken in its being a Quick Meal, unless it is sold by some other dealer in Iowa who shipped it to those parties.

We really do not remember having given you the agency including Greenville, neither do we recollect that you even asked for it, but if you wish to push the Quick Meal, we have no objection to including that town in your territory.

We trust this explanation will be satisfactory, and hope to be favored with your esteemed orders.

Yours truly,

257

137.

Dear Sir: We thank you for your esteemed order for Quick Meals to be shipped to Sargent & Andrews, Watertown, which shall have our prompt attention, also your order for Bee stoves and ovens. If you desire to have another car of stoves shipped by April 1st, please send your order about a week or ten days before, and we will then endeavor to get the goods off in time.

You are correct about the prices being demoralized by other parties offering them below the association figures, and the matter should receive attention by other manufacturers, but we have been so very busy of late that we have paid little or no attention to what others were doing. As a rule, we find that our customers do not care to give names of parties who offer low figures. In such cases, we, of course, would have nothing to report, and even a mere report from a customer would hardly be sufficient proof unless sworn to before a Notary Public. Our executive committee takes the ground that a great many dealers will report such things for the sake of getting lower prices, and when it is sifted down to the bottom there is nothing in it. We do not say this to doubt your statement, as we are perfectly satisfied that your report is true and should like it if you would present it to us in the manner above referred to.

Please let us hear from you again on the subject, and oblige,

Yours truly,

255

138.

St. Louis, March 27, 1889.

Mr. A. J. Mason,  
Storm Lake, Iowa.

Dear Sir:

We herewith inclose bill and bill of lading for stoves shipped yesterday. We have also taken the privilege to charge you with a sample stove shipped about two months ago to your address for our Mr. Sorgen, and also a sample stove shipped to our salesman at Le Grand, which he advised us he had forwarded to you, he not knowing that we had already sent a sample stove to you. We had intended our Mr. Sorgen to call on you | long before this, but unavoidable circumstances prevented his visiting your section of the country.

We are thankful to you for favoring us with your esteemed orders by mail, and hope you will have a good trade on Quick Meals during the season.

If our action in having charged the sample stoves to you is not satisfactory, please advise us, and oblige,

Yours truly,

Ringgen Stove Co.  
166

139.

Dear Sir: Replying to your favor of the 20th inst., will say that we can hardly expect to satisfy you with any change in prices and terms of last year. We assure you that we do not accept an order from anybody this year at one farthing less than regular prices. We have had orders at regular terms offered to us by dating the bills May 1st instead of April 1st, which we declined. Our traveling men are instructed that no order will be accepted if not at regular terms, no matter how small the deviation may be.

Comparing | this year's sales with those of same date last year, we find that it will require from 40 to 50,000 stoves to supply our trade, and it will be impossible for us to produce more than 30 to 35,000. For this reason we have now discontinued all our advertisements in the trade/papers and have called in three of our traveling men, leaving Mr. Lockwood and two others on the road for a little while. We firmly believe that this will be the last time we are caught in such | a fix, as we are going to erect a very extensive factory this summer which will give us four times our present capacity.

We shall appreciate it if you favor our Mr. Lockwood with your esteemed order, and we will fix prices all right.

Yours truly,

246

## HARDWARE.

140.

Telegram. [To be corrected and written on telegraphic blank.]

To Knight & Walker, Buffalo, N. Y.

Please book our order for 500,000 carriage bolts at 70 & 10 off usual rebates, 2 off cash 10 days, specifications as we may require the goods.

Columbia Hardware Co.

46

141.

New York, Oct. 25, 1890.

Columbia Hardware Co.,

St. Louis, Mo.

Dear Sirs:

We call your attention to the "Splendid" Lawn Mower manufactured by the \_\_\_\_\_ Company which we represent. We should like to have you examine this lawn mower. It is first-class in construction and is an exceedingly easy running machine. It has given the best of satisfaction since it was put upon the market three years ago.

We are having good success with the "Splendid" this season, and have already placed a good share of our production. For a good lawn mower at a moderate price, we consider it the best in the market. We cannot speak too highly of this machine. The factory stands behind us with a full guarantee.

We inclose you one of our price-lists and shall be pleased to hand you special prices upon our hearing from you.

We are, dear sirs,

Yours truly,

Esterley &amp; Osborne.

161

142.

Dear Sirs: We would like to hear from you as to how your stock of the Imperial Crank Tubular Lantern is. If you are likely to be in want of any, you would do well to make up an order now. We have an order for two hundred dozen for shipment to St. Louis, Nov. 1st, and if your good selves and Witte Hardware Co. could make up an order between you of one hundred and fifty to two hundred dozen, why that would make a car load. Will you kindly look into this matter and report by an early mail? Thanking you in advance for your attention to this matter, we remain,

Yours truly,

The Ross &amp; Fuller Ass'n.

120

143.

Dear Sirs: We have your favor of the 25th inst. and note contents. Since you do not object to our sending you a few samples of our drivers, we shall take the liberty of forwarding a small box containing samples to show you what they are, merely for your information, without cost to you, and we hope that you may see your way clear by the 1st of January to write us in regard to making an arrangement to handle these goods in St. Louis for us. We are sure from the very favorable reception these drivers have had in the market that you can do a good business in them. Here in Reading we are told that no drivers are called for at the hardware stores except ours, all the others being unsalable.

We also take pleasure in inclosing in the same box a couple of our nickel-plated nuts as paper weights for your desk.

Our principal business, however, is the manufacture of iron, — bolts, nuts, rivets, washers, etc.

Yours truly,

178

144.

Gentlemen: We have this day instructed the St. Louis Hardware & Cutlery Company to deliver to you 1 dozen bell levers, No. 1408, which they ordered from us by mistake. If you can use these levers advise us, and we will render you invoice for same. On the other hand, if you cannot use them, please return them to us with the first goods you have coming to us.

Awaiting your reply, we are,

Yours truly,

79

145.

Gentlemen: Replying to your favor of the 22d inst., your telegram of October 1st reads as follows: "Ship immediately 100 pairs brackets No. 1053." These were forwarded as per invoice mailed you. We have no recollection of receiving a confirmation of this telegram. We have entered your order for 91 2-3 doz. pairs brackets No. 1053. We will ship to-day 60 doz. pairs, and push the balance all we possibly can, and endeavor to forward during next week. We would suggest that it is always important to confirm | a telegram.

Yours truly,

104

146.

Gentlemen: We made you a shipment yesterday on your order of May 22nd. The following items which appear thereon, we will forward, but they will not be on consignment. They will be shipped as goods purchased outright. They are as follows:

- 35 doz. frame pulleys, No. 191.
- 18 sets store door handles, No. 1141.
- 8 doz. mtse. locks, No. 852.
- 8 doz. mtse. knobs, No. 568.
- 16 doz. escutcheons, No. 064.
- 1½ doz. mtse. locks, No. 857.
- 1½ doz. | mtse. knobs, No. 00141.
- 3 doz. escutcheons, No. 169.
- 25 doz. frame pulleys, No. 191.

The above items will not appear in our new Geneva catalogue. We are also in receipt of your order through our Mr. Hill, and the following items will also be forwarded on the above basis:

- 8 doz. prs. shelf brackets, No. 800.
- 8 doz. prs. shelf brackets, No. 805.
- 15 doz. prs. shelf brackets, No. 810.
- 6 doz. store door handles, No. 105½.
- 2 doz. | bird-cage hooks, No. 982.

Trusting same will meet your views, we are,

Yours truly,

217

147.

Gentlemen: Some time since we instituted proceedings in the Federal Courts against Messrs. A. J. Phillips & Sons, of Fenton, Mich., for manufacturing and selling a knock-down window screen frame infringing U. S. Letters-Patent No. 328,080, granted to John E. Stuart, October 13, 1885, and of which we have exclusive control.

Upon the final hearing of the cause before his Honor, Judge Brown, in the U. S. Circuit Court for the Eastern District of Michigan on the 7th inst., the validity of the Stuart Patent was again sustained, and a perpetual injunction awarded us restraining Messrs. Phillips & Son from manufacturing or selling their frame mentioned above.

Permit us to quote from the opinion of his Honor, Judge Brown: "No other window screen possessing this adjustability has been shown us. Although this feature is found in one or two other devices, it is accomplished by means so different from those adopted by the Stuart that we are loth to deprive him of his claim to the title of inventor."

Very truly yours,

83

148.

Dear Sir: We herewith beg to inform our friends and the Trade that we have opened up as Manufacturers' Direct Selling Agents for the Western Territory. Having secured a line of first-class Manufacturers and confining ourselves strictly to the large trade, we trust to receive a liberal share of your orders for goods of Manufacturers represented as follows:

The Geo. Griffiths "Keystone Works," Philadelphia, Pa.

Solid Cast Steel Shovels, Spades, Scoops, Drainage Tools, Coal Hods, Stove Shovels and Pokers.

Bless & Drake, Newark, N. J.

Ideal Cold Handle, Self-Heating, Polishing, Smoothing and Common Sad Irons.

New England Specialty Company, North Easton, Conn.

Screw Drivers with patent corrugated tang, Can Openers, Brad-Awls, Kitchen and Mincing Knives, Tack Hammers, etc.

New Haven Staple Works, New Haven, Conn.

Brass, Tinned, Galvanized, Bright and Japanned, Wrought Patent Square Point Staples.

Geo. B. Dean & Co., New York,

Manufacturers of Dean's Patent Lemon Squeezer.

Wm. J. H. Gluck, Baltimore, Md.

Pieced, Stamped and Japanned Tinware.

Horn & Co., Keokuk, Iowa.

Quart Tin Fruit Cans. Guaranteed against leakers, and the best in the market.

Yours truly,

188

NOTE.—Business men sometimes employ capitals for the sake of emphasis. Thus a manufacturer often capitalizes his own products: a merchant capitalizes his specialties. The above is a sample of the capitalization employed by many commercial houses.

149.

Dear Sirs: Your order of February 5th for drills reads extra 5 for 50 doz. This extra rebate of 5 per cent./is allowed only<sup>2</sup> where 100 doz. at least is taken during the six months, and the concession of 50 doz. was made/to you especially. We have received<sup>50</sup> specifications of but 30 doz. on this order and wish to draw your attention to the same/so that you may make up memorandum of<sup>15</sup> at least enough more to make up the 50 doz. Our Mr. Smith tells us that/when he<sup>o</sup> saw you last you spoke of the fact of being offered better prices by another manufacturer of wood drills. We are well aware that better prices have been quoted on certain other drills, but are very glad to be able to say that, notwithstanding this cutting of price of other makes, our sales of the Syracuse drill have steadily and constantly increased.

We have kept the factory fully posted as to what others are doing, but as these drills of others have not proved satisfactory and certain of the trade who have been induced to take hold of them have<sup>2</sup> dropped them after having given them a trial, our company thinks it is entirely unnecessary for them to drop their prices simply to meet these inferior goods, so there has been no change whatever in the price of the Syracuse drill.

We send you under another cover to-day a wood drill purchased by our representative from one of the trade as a sample, it being a drill<sup>3</sup> we found had been offered at a lower price than ours. We sent this drill to the factory to show them what was in the market, and they returned the drill with one<sup>3</sup> of their own, with tag attached, which we send you. You will see the factory claims the drill they sent us bored through 179 blocks like the sample block we send you, and you will also see that it is not damaged at all, although it cut through nails at each boring. The other drill, although used but once, is as you will see badly damaged; it is also not uniform in size as you will readily see.

Now these are facts, and we draw your attention to them as we think you have wavered a little regarding the<sup>o</sup> Syracuse drill on account of our price. We do not want you to be tempted away from it and will do all in our power to retain your custom on these goods, but at present there is nothing better to offer in price, and we guarantee any order you may place with us now against any change next month, as none is anticipated.

After having examined this drill, we would be very much obliged to you if you would mail it back to us.

Yours respectfully,

H. H. & C. L. Munger.

492

150.

Dear Sirs: Replying to your favor of the 25th, would say that we have been very much behind our orders on Junior rifles, but within the last two months we have put in about five thousand dollars' worth of new machinery for these alone, the effect of which we will feel about the first of October, and we trust then to be able to fill your orders without delay.

Yours very truly,

73

151.

Dear Sirs: Replying to the many inquiries we have had for a low-priced revolver of the tip-up hinge system, made in 32 caliber, 5 shot with a small frame, would say that we have now, after two years' work, completed the manufacture of an arm of this description weighing but 12 oz. We think, and with just pride, that there is not a revolver on the market for the money that can compete with it as a good seller, or in finish and quality. We would advise you to place your order for these at once, | as the demand at present far exceeds the supply. A cut of this pistol is shown above. If requested, we will take pleasure in forwarding our catalogue.

\*Soliciting your patronage, we remain,

Yours respectfully,

Merwin, Hulbert & Co.

P. S.

We would also call your attention to the fact that nearly all bullets of central fire cartridges are lubricated on the inside of the shell, leaving the outside surface perfectly smooth. It is, therefore, a matter of utmost importance that revolvers should be so adjusted as to prevent the cartridges from slipping out of the cylinder. This difficulty is overcome | on all X. L. Double Action revolvers by having a spring gate before the loading aperture, thus adding to the many advantages they already possess over their class.

Yours truly,

M. H. & Co.

234

152.

Gentlemen: We beg to remind you that we make a specialty of Plate Washers, and turn out all the standard sizes in large quantities. The quality of our product is unequalled.

Let us have the opportunity of quoting prices upon specifications for your next order.

Yours respectfully,

47

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#### IRON, COKE, ETC.

153.

Dear Sir: We are prepared to take contracts in steel or wrought iron construction, having new shops with an entirely new outfit of tools for shearing, punching, riveting, eye-bar work, roofs, trusses, bolts, rods, etc., and respectfully solicit your orders for work in our line.

Our location, on the Pennsylvania R. R. just east of Grand Crossing, enables us to get material quickly; and our shipping facilities, either by team or rail, are first-class, being closely connected with six railroads.

Very respectfully,

84



154.

St. Louis, Oct. 3d, 1890.

Avery Planter Co.,  
Peoria, Ill.

Dear Sirs:

We sent you several days ago a circular letter on the subject of Foundry Coke, calling your attention especially to the Great Kanawha. This is a 72-hour coke made for foundry purposes. We first took hold of this coke about six months ago, and since that time have sent it out in every direction with the most gratifying results; in fact, some of our customers who formerly would use nothing but Connellsville, now prefer the Great Kanawha to that article, and are sending in their orders for a regular supply. We guarantee that the coke is higher in carbon, with less sulphur and ash than Connellsville, and it will bear the burden equally as well and melt as much iron. Price at the ovens is higher than Connellsville, but, owing to advantage in freight rates, we can deliver the Great Kanawha in your city at \$5.15 per ton, whereas Connellsville would cost you in the neighborhood of \$6.10, a difference of about one dollar per ton. We are so well satisfied that you can use this coke altogether as a substitute for Connellsville that we hope you will let us have your order for a sample lot, and we can probably arrange with you afterwards for a regular supply.

Yours truly,

A. P. DeCamp &amp; Co.

242

155.

Gentlemen: We propose to furnish you with two 48" diameter by 22' long boilers, containing twelve 6" diameter flues to be made of Park Bros. (black diamond) 60,000 tensile strength flange steel, double riveted on longitudinal seams, to be first-class in every respect, equipped with Dorrance Grates, steam gauges, safety valve gauge cocks, water columns and all fixings; with steam dome and mud drum. Dome to be 24" x 24", drums to be 16" x 6', stack to be 36" in diameter, 50' high, breeching to match. Boilers will be set so as to be run separately or together as follows: both boilers to have independent walls 18" thick to be lined throughout with fire brick tiled bridge wall. Brick work will be done by days' work and will be first-class. The space of 2' will be allowed between boilers. This for \$2,054.30. If a single division wall is desired, \$1,940.30.

Will furnish you with a 7" x 4" 1-2" x 10" Smith & Vaile duplex pump for the sum of \$210.00.

We will place the Spencer automatic damper regulator in chimney for the sum of \$125.00, will place the Edson recording gauge in your office and make connections for same in your boiler for the sum of \$100.00.

We guarantee these boilers to develop 67 horse power each if desired, and guarantee them to displace not less than 5 lbs. of water to the lb. nut coal, running at the rated capacity. The whole will be set complete and will be a first-class workman-like job.

Respectfully submitted,

313

156.

Dear Sirs: Do you ever have use for white iron for crusher work? We have a lot of very fine charcoal white iron made in Texas, which could probably be delivered at Joplin at \$16.50 per gross ton, cash. We believe this would do just as well for the purpose mentioned as some of the high-priced car wheel iron which would cost you very much more money.

If you use iron of this kind, please let us hear from you.

Yours truly,

87

157.

Dear Sirs: We would respectfully call your attention to our unequaled facilities for the production of corrugated iron and steel sheets, and especially in the heavier gauges — Nos. 18, 16, 14, and even No. 12, B. W. G. — which may be quite largely adopted in various forms of building construction. We wish to inform those interested of our facilities in this line, believing that there would be a better demand were it more generally known where such goods could be obtained promptly.

Doubtless many ideas will suggest themselves to you for using the plain corrugated sheets | (painted or galvanized) in the forms of construction peculiar to your business. The adoption of heavy corrugated arches has become quite general of late in fire-proof buildings, we having sold to quite a number of the largest contractors and builders in this line, as well as to the architectural iron-workers. Corrugated arches of heavy iron or steel enable the builder to place his I beams farther apart, and thus to make an equally substantial form of construction while using less I beams, and, consequently, with less weight in the structural iron. The weight of our heaviest arches is from 25 | to 40 per cent. lighter than brick arches, and thus the load on walls is considerably lessened. Do you not consider that a more general adoption of these extra heavy arches (say No. 14, B. W. G.), would be attended with a great deal of success as to substantial construction, and, at the same time, be far less expensive by enabling the use of fewer I beams for fire-proof buildings? We should be very happy to have your views and suggestions on the subject.

At any time you wish prices or estimates on certain specifications, kindly forward | us blue prints or drawings, and they shall have our most careful and prompt attention. You will find our workmanship far more exact than that usually made.

Yours truly,

329

## LAW LETTERS.

158.

Dear Sir: We have seen Mr. Robinson concerning your claim against him. He positively declines to pay anything or even to listen to a suggestion of compromise. We also have a letter from him, which we inclose.

Awaiting your instructions, we are,

Yours respectfully,

44

159.

Dear Sir: Mr. Loring has agreed to deliver to you at your store on Wednesday morning, at ten o'clock, all the property seized by the constable except the two horses. If the property is in good condition then, accept the same and let us know at once that you have received it so that we may collect the money and dismiss the case. We do not wish to do this until we know that you have your property and that it was in satisfactory condition.

Respectfully,

86

160.

Dear Sir: Herewith I send you settlement of estate of Arthur H. Richards, deceased. From it you will observe I have eliminated all rent charge and repair charges. These, in my judgment, Mrs. Standish need not bring in the settlement. I have also taken away all personal charges which under the law cannot be made part of the settlement. In addition to the foregoing, I have taken out of the estate the bulk of the same for Mrs. Standish in order to guard against excessive taxation.

Yours truly,

88

161.

Gentlemen: In reply to your esteemed favor of the 15th inst. which, with its inclosures, did not reach us until to-day, we write to inform you that we have seen Mr. Hospes, Cashier of the German Savings Institution, and he declines to discount the first paper saying that his bank needs all of its funds for its customers and hence cannot consent to discount.

We have written Messrs. Roth & Fay to procure us face value of the note and will inform you of their answer and remit if collection be made.

Yours very truly,

96

162.

Dear Sir: In reply to your favor of the 29th, we write to inform you that we cannot consent to the sale of the account owing by The Geo. P. Blank Co. to the estate of Thomas R. Malone. We have no authority to make any such sale or to extend the payment of the same, but should Mr. Blank desire to have the time for the payment of the same extended, we shall not press collection until he has had a reasonable time in which to pay.

The manner of division of the proceeds of the sale of the | printing outfit, although not in accordance with our notion, will not be objected to, providing a small amount is left with the executor to pay the expenses for administration therefrom. *ed*

We cannot, however, concede to a construction of the will as will give Mrs. Herlein half of the account owing by Mr. Blank. If upon final construction of the will such disposition is proper and legal, we shall unhesitatingly conform with that decision, but, at present, we believe that the account referred to is no part of the printing establishment, hence no part thereof is due Mrs. Herlein. If the | above modifications are agreeable, we shall have the same prepared.

Yours very truly,

213

163.

Albany, N. Y., Jan. 17, 1890.

J. G. Howells, Esq.,

Schenectady, N. Y.

Dear Sir:

We have yours of the 21st, and of course regret that Judge Brown's decision was against us. We are satisfied, however, that it was not owing to any lack of effort on your part.

Please have the costs taxed and collect what is due us under the decree; and after deducting your fee, which we know you will make as reasonable as possible under the circumstances, remit the proceeds to us.

Respectfully yours,

95

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INSURANCE AND FINANCIAL.

164.

New York, Nov. 2nd, 1888.

Messrs. Brown Brothers & Co.,

59 Wall Street, City.

Gentlemen:

We beg to call your special attention to the following clause which appears in many of the bills of lading issued against cotton, viz.:

"And the carrier so liable shall have the full *benefit of any insurance* that may have been effected upon or on account of said goods," and in consequence thereof the following clause has been recently introduced into the policies of many of the underwriters, viz.:

"It is by the assured expressly stipulated, in respect | to land carriers, that no right of subrogation is, or is to be, abrogated or impaired by or through any agreement intended to relieve a carrier from his duties or obligations imposed or recognized by the common law or otherwise."

These two clauses conflict, and it has been decided that the acceptance by the shipper of a bill of lading containing the first clause, | vitates the insurance under a policy containing the last, and we therefore beg to say that we will be compelled to decline all bills of lading which contain this clause.

We understand that most of the | leading roads are quite willing to erase the condition from the bill of lading on application of the shipper, and we shall be glad if you will see that it is stricken out of all bills of lading (and the erasure initialed by the person signing the document) when you may have occasion to send us the foreign exchange purchased by us; otherwise, we will, as stated, be under the necessity of rejecting them on the ground that the security is not perfect.

Yours truly,

285

165.

Dear Sir: We beg to advise you that the extension of the loan of \$7,500 to John B. Saxe has been granted for five years from September 5, 1890, on condition that insurance be furnished on residences, outbuildings and store house in block 5, Wilson's addition to the City of Springfield, Mo.

Duplicate copies of the extension agreement and five annual interest notes, each for \$600, are inclosed herewith for execution. One copy of the agreement is to be retained by the borrower. The other is to be returned to | us together with the notes, commissions \$150, insurance policy for \$7,500, and interest \$3,000, due Sept. 5, 1895.

Yours truly,

134

166.

Dear Sir: Your insurance policy No. 19876, Globe Mutual Fire Insurance Co. of Philadelphia, \$9,000, of which \$7,000 is on buildings, will expire September 30th, 1890.

Please send us, promptly, a new policy for same amount, with premium paid in full, and indorsed by agent of the Insurance Co. as follows: "Loss, if any, payable to Edward S. Rowse, trustee, as his interest may appear."

Yours truly,

83

167.

Dear Sir: Your favor of the 19th inst. is received. A warrant has been drawn for \$1,500.00, the amount due the<sup>22</sup> children of Henry Jones, and has been sent to the Supreme Dictator for his signature. On its return it will be forwarded so<sup>23</sup> that the amount can be collected by the adult daughter and guardian of the minors. We were unable to draw this warrant until the court had entered its decree.

You are certainly in error when you think the Supreme Lodge ought to follow a<sup>23-90</sup> benefit about into different states | and contest payment in cases of this character. The Supreme Lodge cannot help if beneficiaries have debts, and your opinion that the share of Mrs. Jones could not be garnisheed is not borne out by our experience: Cases of this character have arisen before, and we once paid an attorney a considerable sum to try to have the fund go into the hands of the beneficiary, who was a widow, and not to be appropriated for debts she had previously contracted. The decisions were squarely against us, and the Supreme Lodge did not think it good policy to expend the | money of the members of this Order in litigations which would result only in expense, and in no good to parties interested.

In reply to your claim that it was our duty to claim the exemption for the widow, I can only say that it was clearly the duty of the widow and her friends to look after her interests. With 1,500 death payments per year scattered over the country from Maine to California, you will certainly see the unreasonableness of your position, and the vast expenditure — and a needless one too — which it would cause the Order. |

Yours respectfully,

302

168.

Dear Sir:

The following insurance policies will expire during the month of August, 1890.

Name.	No.	Company.	Total	Am't on	Date.
Thomas T. Gantt	9783	Fire Ass'n of Phil.	13,875	4,927	Aug. 5 1885
Chas. B. Furlong	13721	Farmers' Trust	14,521	9,873	" 9 "
John Wheaton	7863	Mutual Fire	3,585	3,585	" 11 "
Wm. C. Wilson	3428	New York Fire	12,973	4,828	" 15 "
Wm. C. Marshall	25871	Manhattan	45,433	12,975	" 25 "

Please send us promptly new policies for same amount, with premium paid in full, and indorsed by agent of the Insurance Co. as follows: "Loss, if any, payable to \_\_\_\_\_, trustee, as his interest may appear."

Please specially inspect the value of the buildings on which 9783 is placed.

Yours truly,

185

169.

Dear Sir: Your loan, \$6,725, and interest, \$540, will mature Sept. 17, 1890.

If you wish to make application for an extension of the loan, please do so through Mr. William Benson, our agent at Lafayette, Mo., who has the necessary papers and will give you full information.

Yours truly,

61

170.

Dear Sir: I contemplate the immediate organization of the "Western Millers' Mutual Fire Insurance Company," to be located at Minneapolis, Minn., and I earnestly desire your opinion regarding the advisability of the same.

My plan is to do a strictly flour mill insurance business, carrying the better class of flour mills only, and working in all respects in a thoroughly conservative manner, both as regards the item of expense and the classes of risks carried, thus practically following the same system as that adopted by the Millers' National Insurance Co. of this city before they commenced doing a general manufacturing insurance business.

I believe that such a company would be unquestionably successful because:

First. All companies that have started on this plan have paid larger dividends than other companies that carried all classes of manufacturing establishments, or than those same companies have paid since they commenced doing a general manufacturing insurance business.

Second. The rates on all good flour mills are, in proportion to the hazards, higher than nearly all other classes of manufacturing properties, thus discriminating against the miller in the net cost of his insurance.

By my acquaintance with the millers of the Western and Central States, formed by hav-

ing traveled as mill inspector and solicitor for Mutual Companies through Michigan, Wisconsin, Minnesota, Dakota, Nebraska, Kansas, parts of Colorado, Iowa, Missouri, Illinois and Indiana, I find nearly all to be strongly favorable to the strictly Millers' Mutual companies, and this feeling was very generally strengthened by the action of the Miller's National Association at their recent convention in Minneapolis, expressing a decided preference for the Millers' Mutuals.

You no doubt know that the success of the several Millers' Mutual Insurance Companies, while they confined themselves to writing on flour mills only, was very satisfactory; and as we now have practically but four companies in the United States — and one of them but recently organized — that confine themselves strictly to flour mill risks, I feel there is an abundance of room for another such company, and would like to ask whether you are sufficiently in sympathy with such a move that you would be willing to aid us in the organization to the extent of giving us an organizing application for insurance on your property.

I have had quite an extensive correspondence with the Minneapolis and Minnesota millers, and I find there will be no difficulty in securing a board of directors for such a company, composed of Minnesota's most prominent mill owners.

Trusting you will be willing to aid us to the extent desired, and hoping to have an early reply, I am,

Yours very truly,

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441

171.

St. Louis, Missouri, September 6, 1888.

Edward Carlton, Esq.,  
Chicago, Illinois.

Dear Sir: Your favor of the 4th inst. is received. I note what you say relative to matters in the Rogers' case. There have been indications that the wife, Louise, would contest the payment of this benefit to the son. It has been on this account that payment has been withheld. Please have the kindness to be upon the lookout in this particular, and, if such action be contemplated, advise me. We desire to pay this benefit in accordance with the certificate, but we do not want to pay and then defend a lawsuit. We prefer to go at once into court if we are compelled to go there at all. Please keep me advised of any new developments.

In regard to the case of M. C. Eldridge, I will say that where a benefit certificate is made payable to two or more persons and one dies, Article IX of the Constitution directs that if the member has made no change in his certificate the benefit shall then be paid pro rata to the surviving beneficiaries. In this case, the wife having died prior to the member, and no change having been made, the whole of the benefit is payable to the son Louis, the surviving beneficiary. The lawyer who advised in the case evidently had not consulted the constitution of the order which distributes the benefit.

Yours respectfully,

244

172.

Dear Sir: Please accept my thanks for drafts of \$5,000 in payment in full of my claims against the United States Mutual Accident Association of New York, under provisions of two policies of \$5,000 each held by me in said Association, by reason of loss of my right arm.

And also permit me to express my appreciation of the promptness of the company you represent in adjusting and paying said claims according to the specification of contract, and I take pleasure in recommending your company to all desiring insurance against accident.

Believe me very truly yours,

102

173.

Gentlemen: Permit me to call your attention to the inclosed circular letter of the Prudentials. I wish also to inform you that in addition to the lines these companies will write on grain in elevators, I have additional facilities for handling at least \$100,000 in each elevator on short notice. As I am in no manner connected with the board of underwriters, I am at liberty to enter into negotiations with you under special contract with the view of offering inducements in the way of a saving in the cost of insurance. I shall be pleased at any time you may request to call upon you and submit companies and rates.

Yours respectfully,

119

174.

Dear Sir: Your attention is invited to the plan of the Bankers' and Traders' Accident Association, which, formulated by accident underwriters of experience and standing, offers to the public equal security and more liberal indemnities than any other company, with a policy free of technicalities.

Only selected preferred risks are taken, and the Association is thus enabled to offer the insurance at very low rates. For a \$5,000 policy the cost is about \$12 per annum, payable in quarterly assessments of \$3, or the full amount of \$12 can be paid at one time, for which a deposit receipt will be given, thereby saving the necessity of paying small amounts or lapsing through forgetfulness.

This company has deposited to the credit of its policy holders an ample emergency fund to meet losses as they arise, which will be increased as the number of members increases.

The list of officers and directors is a guarantee of what the management will be.

With a view of increasing our membership amongst first-class risks, we have decided to write a limited number of \$5,000 policies gratis; in other words, to waive the usual admission fee of five dollars.

We inclose a blank application and cordially invite you to fill it out and return to the secretary of the company. If accepted, he will send you a policy and thus enable you to provide against accident at the very low rate of \$1 per month, or about three cents per day.

Respectfully yours,

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## COMMISSION.

175.

Baltimore, Nov. 14th, 1890.

Kauffman Milling Co.,  
Bethalto, Ill.

Gentlemen:

The new corn has been harvested, and while it is without question a very moderate crop, still some of it must find its way to market at some price.

Baltimore is the natural market of a large territory in the West, and her grades being fairly liberal, it is the safest market to sell in, at the seaboard at least, if not in the country. We shall hope to be favored with a share of your consignments to our market, in the handling of | which we will take every care that your interests are protected. If you prefer to sell to us net track here, we are at all times ready to make prompt bids for any amount you may desire to offer, and are in position to pay full prices at all times.

When you have grain to offer, if we have no representative in your vicinity, kindly wire us and we will bid you promptly in reply, stipulating grade and delivery. If you have grain to offer by sample at any time, please mail or express samples to us, and we will | make prompt bids, or quote value as you prefer.

We have our own private Telegraphic Code Books, a copy of which we will send by mail upon receipt of request.

For the prices of all grains and the tendency of the market, we refer to P. & C. herewith enclosed.

Awaiting your early favors, we are,

Very truly yours,

Schryver & Scholl.

262

176.

Dear Sir: We again beg leave to call your attention to our own price-current, which is based on the present prices, and which will rule the balance of the week and may go a little higher.

The extreme hot, dry weather has so affected the market that all kinds of canned goods are booming, and almost everything in our line is being affected also. There will be a great scarcity of canned goods this winter, and if you intend to purchase, we would advise you to purchase immediately as prices are going up every day.

We quote you:

Tomatoes   (Favorite	\$1.00	Apricots (Amer. P. Co.	\$1.90
(Van Camps	1.00	(Overland.	1.80
(Yuba	\$2.50		
Bartlett Pears (Overland	2.30.	Peaches (Yellow Free	\$2.55
(Rancho C.	3.45	(White Heath	2.50

Cherries, plums, grapes and all kinds of berries are very scarce and rapidly advancing.

Awaiting your orders, we remain,

Yours truly,

180

3-95

177

Gentlemen:

COTTON. We have no special occasion to refer to cotton since our last, for the market has again become fairly quiet and showed but small fluctuations. Prices here have followed very closely the tendency of Liverpool doings where they have apparently been largely influenced by crop figures emanating from this side, and notably the estimates of Mr. Neill, who originally was reported as looking for a small crop, and since then it has been officially stated that his ideas were for a yield of 7,600,000 minimum. As before remarked, knowing ourselves the impossibility<sup>op</sup> of arriving at a sure conclusion in this respect, we do not feel warranted in criticising Mr. Neill's figures. We have given expression to our own and we are willing to stand on same, for there has been of late no occasion to make any change in this regard whatsoever. The community here at large are bullish and for the time being only heed such influences as are in accord with their wishes, and thus we have fairly steady markets here in the face of the past few days' decline in Liverpool. In fact, our people here impute greater strength<sup>po</sup> to the foreign markets than is evident by the daily reports from the other side, and much is said and expected from the consuming powers of the foreign spinners during the next six months. In this respect we would observe that they have already secured a very fair quantity in excess of what they have usually taken or needed, and this will certainly tell hereafter when their requirements will not be so large, and if the cotton is in existence, it will be to a certain extent a drag on the market later on. Trade here has the past few<sup>po</sup> weeks shown an inclination to do better, and our own personal experience confirms this to a material extent both as to inquiry and prices. But, even admitting the improvement, it is not likely that American spinners will take more this year than they did last. On the whole, we think there will be ample cotton, with a probability that the excess will tell before the end of the season. There is no special feature to the trading here, and we simply call attention again to the fact of the support which Ralli Bros. give the market through their holdings in<sup>po</sup> December. In connection with this, we must observe that the near months are again below a Southern parity, which for the time being is a bar to the accumulation of stocks here, though this matter must regulate itself in time.

COFFEE has shown much activity all through the week. On Friday last we were surprised with a cable at one o'clock saying, "Exchange weak and lower in consequence of political trouble." We did not at the moment realize the seriousness of this forecast, and only about two hours later did we receive the actual announcement of the condition of affairs | which existed, advising us of the change in the government and the deposition of the emperor, Dom Pedro. Since then, of course, we have a more peaceful assurance of a general acquiescence in the new order of things, and we can only hope for the sake of the country that tranquillity may continue there. One thing, however, is sure, that the changed order of things will leave a certain lack of confidence for a good while to come, and it will be months before people take the assurance that stability is a fact in the recently organized republic. The moral | effect on our market was at first an adverse one; but, at the opening of the market next day, prices were decidedly better in the apprehension that supplies would be retarded by possible entanglements in the forwarding markets. This, however, does not seem probable at this writing. The receipts continue small and can now be readily understood. The mar-

ket, however, has not paid much attention to this factor, but has been rather governed by advices of the crop than anything else. A few cables repeating reduced figures for the next yield have carried as much weight as the political uncertainties. | We feel that it is not a good time to take much if any interest in the article, and although there is no reason to be specially apprehensive, of course we cannot tell what the morrow may bring forth in the present state of affairs there. We do not lay much stress on the crop news because we do not think that they are justified yet in speaking of the prospects with any degree of certainty. Were the political factor eliminated from the whole question, we would unhesitatingly say that we feel the market a sale; but, as it is, | we are satisfied to be merely lookers-on at present.

WHEAT. The extreme dullness in this commodity has caused us to refrain from expressing any views in our last letter. The receipts in the Northwest continue liberal and have been a source of weakness. The long interest in the market has to a great extent been liquidated, our bulls having become tired of waiting for developments. We can only repeat what we have so often stated heretofore, that we consider present prices reasonably safe and do not consider that purchasers carry great risks.

Yours sincerely,

895

178.

Dear Sir: Your kind letter of August 24th received. Such words of encouragement nerve me for the fray, and we hope to be ready for business in a few days.

Let me know what your people are buying and what they are paying for beans, evaporated apples, sun-dried apples and peaches, blackberries, raspberries, etc., and where they are getting their supplies, and it may be we can put you in the way of selling some goods next week.

We will not be fairly in the field before the middle of September, although we are already selling some goods. | But our store and office are not in a fix for business. At the same time we are catching all we can. The painters, carpenters, elevator men, and a half a dozen other kinds of mechanics are in the house, nailing and slashing around so that it is hard to do any thing, but we will get settled early next week and will then post you thoroughly.

Give us any pointers that will be of service to us, and we will do the same in your case.

With kind regards, we remain,

Yours truly,

193

179.

Gentlemen: Your letter of Aug. 7th came to hand in due time. We have been expecting to hear from you, but suppose you have been exceptionally busy, as we understand that California fruits have moved freely, and prices advancing have made it very hard work for you to keep up with the market. Of course, beans have weakened, but old stock is pretty well reduced. Suppose you have not given much attention to them.

We have received quotations from time to time from Denning & Gould, and from what

they tell us, your prices are higher than others coming <sup>in</sup> in this market; the result is, they have not sold as early. We are sorry that we did not get started a little sooner as we could have gotten in before prices advanced, but we yet feel that later on we can do better than just at the present time. All we can say is, that if you conclude to give us your goods to sell, we will push them and not let anything else interfere with them. Of course you know what is best for your interest, and if you think it best to let a broker rob <sup>you</sup> you, well and good. Yet we feel that with your wide acquaintance and favorable standing with jobbers, not only here but in the West, we could be of service to you in working in large quantities of fruit, beans, etc. Let us hear from you further regarding this matter. We can make you a discount on every car that you ship, and with the shipment you could send us an invoice of what the car contained, and then we would try and sell the goods while in transit. We can make arrangements to have these goods distributed wherever we want <sup>to</sup> them, and our opinion is that we can be of service to you, and we hope that you will favor us with your account, if you can see that it is to your interest to do so. We can put a young man on your special line of goods and let him give his personal attention to your goods as long as it justifies us in doing so. Let us have your views regarding this matter, and, if you do not feel well enough satisfied with our ability in this direction, we can give you references unlimited.

Post us fully <sup>in</sup> in regard to dried fruit and beans, and any information that we can give you we will cheerfully furnish. We have a number of letters out now and will, no doubt, be able to post you fully in a few days.

Hoping ere long to see Mr. Schact, and certainly to hear from you, we remain,

Yours truly,

458

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#### LUMBER.

180.

Dear Sir: We desire to call your attention to the fact that we are engaged in the Lumber Commission business, handling all kinds of lumber, making a specialty of yellow pine, poplar, walnut, long-leaf pine, oak, cypress, hickory, ash, yellow pine flooring, cotton wood, cypress shingles.

It would give us great pleasure to handle any shipments of lumber you may have for sale. We will in all cases endeavor to get the highest market price for you, less the regular commission. Our facilities for handling lumber with promptness and dispatch are unsurpassed, and we feel confident we can please <sup>you</sup> you. Therefore we guarantee satisfaction on any or all consignments you may kindly trust in our care. We would be pleased to correspond with you at all times and keep you posted in regard to prices, etc.

Trusting we may be favored with a trial shipment, and hoping that we may number you among our regular customers, we remain,

Yours respectfully,

161

181.

Gentlemen: We are in the market right away for a million feet of sassafras lumber, inch, and inch and one-half thick (about 20 % to be of the latter thickness) 12, 14 and 16 feet lengths. The lumber may be dry, partly dry, or all green. Width from six inches up will be taken, but lots must average so that at least one-half will run ten inches and over wide. If you have no sassafras lumber on hand, we are prepared to give orders to have it cut, if you can get the logs | within a reasonable length of time.

We will take the lumber mill run, merchantable measurement. Please write us and give price you can deliver the lumber f. o. b. cars or wharf, St. Louis, and how soon.

Yours very truly,

Smith & Little.

143

182.

Messrs. Henry L. Jennings & Co.,  
Louisville, Ky.

Gentlemen:

Your inquiry of the 29th is received. We will deliver the one thousand feet 7-8" x 18" x 14' S. 2 S., at \$37.50 per M. Fourteen thousand 7-8" S. 2 S., from 12" to 16" wide, one-half to run at least from 14" to 15" at \$33.00 per M.

We have the lumber in stock, dry, and can have it dressed and shipped at once on receipt of your | order, if you will favor us with the same.

Yours very truly,

Smith, Jameson & Little.

116

183.

Dear Sir: We could make you the Library table spoken of yesterday, to be covered with the cloth as shown by bearer, at \$5.50. This is the most durable stuff for table covering and the most appropriate for the purpose. We would demand cash on delivery of goods.

If this is satisfactory, please send me a few lines with bearer and we will start forthwith making the tables.

Yours respectfully,

Joseph Peters Furniture Co.,

Joseph Peters,

President.

78

#### MISCELLANEOUS.

184.

Gentlemen: Replying to your letter of January 2nd, we wish a good, fair article of 3-16 and 1-4 inch cotton rope to use for making clothes lines. The sample of "A" that you sent us is a little finer quality than necessary for our use, and we must have a rope considerably cheaper than your prices on this rope.

We wish a rope that is run loose twisted so as to make the lines run as light to the dozen as possible. Will you please send us a sample of your "X" quality of rope and also | state whether you make any lower grade than this. If so, send us sample and name us the lowest price per pound at which you could enter our order for say 200 or 300 coils.

Yours truly,

141

185.

Dear Sir: Yours of the 27th inst. to hand.

Up to the present time nothing has been done with the parties referred to in connection with the Minnesota and Dakota agency, and will now proceed to make arrangements with you, if agreeable. We will include Minnesota and Dakota, excepting the city of St. Paul.

We understand that you have facilities for working the territory named by means of sub-agents, and intend doing so. Of course you understand that we do not want to give the territory named, or any other, for any one to lie down on. If we give | this territory to you, we shall expect you to have it thoroughly canvassed and as often as occasion may require; and just so long as you do this, just so long will we feel that this territory is yours, and that we have no right in it. In case jobbers or consumers should write to order one or more machines, all such orders we will refer to you, not one of them will we fill except by your direction.

Regarding the price of the Printers, we will put them to you at 10 per cent. off of price list | on Nos. 1 and 2, and 15 per cent. off on Nos. 3 and 4.

We send you a No. 2 Printer to-day by express.

If the foregoing meets with your approval you may have the agency, as stated. If you feel that there are some little alterations that ought to be made, all you need to do is to submit them.

Whoever takes an agency from us, we want him to take it in good faith, and if that is not his intention, we would prefer that he would not take it at all; and, should the time come | that he feels he is not justified in continuing the agency, the least he can do is to say so and ask to be released, and we will gladly release him.

Very truly yours,

384

186.

Gentlemen: Replying to your letter of January 20th, kindly have your people wire a tracer after the car that you shipped us on that date if you have not already done so, so as to insure its coming through promptly. As soon as the car arrives, we will have a stencil cut to fit the 2 1-2 gross boxes and forward it to you.

We note what you say in regard to the stencil for the 5 gross boxes. After this car arrives we will then see how they look, and if necessary send you another stencil. You may | enter our specifications for the second car to be assorted as follows: 150 boxes, 2 1-2 gross, filling the car with 5 gross boxes. You may arrange to ship this car on February 20th, provided we do not instruct you to get it forward before that time.

Yours truly,

153

187.

New York, Sept. 29, 1890.

L. Cass Miller, Esq.,

Sir:

Hearing that it is proposed to erect a new church at St. Louis, Mo., we beg leave to call attention to the various works undertaken by our firm.

Our high standing and great repute as church furnishers, stained glass artists and decorators is sufficient guarantee for the true ecclesiastical character and style of all work carried out by us.

Our prices are as low as possible compatible with the best workmanship and materials, and every effort is made to improve the character and finish of our | work. The business embraces the following departments, including all that is necessary for the complete furnishing and decorating of any church.

Stained glass. Finest figure from \$8 to \$15 per square foot. "Grisalle," or Cathedral tinted work from \$5 upwards. Plain cathedral quarries from 70 cents.

Marble and stone work. Altars, fonts, reredoses, tablets and memorials of every description.

Metal work. Altar crosses, candlesticks, desks and vases, alms dishes, font ewers, lecterns, lighting arrangements, memorial tablets, etc.

Wood work, carved or plain, for altars, reredoses, clergy seats, stalls, seating, etc.

Embroideries. Altar cloths, frontals, antependia, | bookmarkers, stoles, vestments, etc.

Textile fabrics for altar hangings, dosels, etc., rich silk damasks, velvets, etc.

Plate. In gold, silver or electro-plate for communion sets, alms basins, etc.

Linen for altar cloths, chalice veils, corporals, purificators, etc.

Estimates and designs supplied free of charge, and where any special work is required we are always pleased to prepare special sketches upon receipt of information as to the character of the work required.

Trusting to be favored with your orders, we are,

Yours respectfully,

Cox Sons, Buckley & Co.

288

188.

Dear Sir: Replying to your letter of the 19th, we note what you say in regard to prices and freight allowance made by the Chicago people on fiber ware. This cuts our margin down pretty fine, and we hope it will be only exceptional cases as great a freight allowance as 40 cents per hundred pounds, when you sell at the 13 per cent. list.

We are getting a freight allowance of 45 cents per hundred pounds on this ware. This is twenty-two cents per hundred pounds more than it costs us to deliver it | here, so that on sales made at this price and this freight allowance that you have made, we have to allow 18 cents per hundred pounds out of our profit. We would prefer to do this rather than pass it.

Yours truly,

143

189.

Gentlemen: On January 1st, I will remove my carriage factory to West St. Louis. I now have for rent the two large commodious and centrally located buildings on the southwest corner of 10th and St. Charles streets. Inclosed I send you a cut of the same. These buildings are right in the center of the wholesale trade and are well adapted for merchandising or manufacturing. I also have an engine, boiler, smoke stack, and pump in good condition for sale.

If you are thinking of making any change in your location, or know of any friend, acquaintance, or stranger | who desires to rent a first-class building either for merchandising or manufacturing, I should be pleased to have you call upon me or write me. I can give possession either on or before the first of January. I will rent these buildings either together or separately, in whole or in part.

Please give this matter your consideration.

Yours respectfully,

160

190.

Gentlemen: We understand you use large quantities of cut rubber belting of different sizes, and would say we can offer you a very low price on remnants of a good grade of belting. They are all comparatively fresh stock, not over a year old. If interested, we would be pleased to send you memorandum of sizes and lengths, with price.

Awaiting your early reply, we remain,

Yours truly,

68

## GRAIN.

191.

Liverpool, Sept. 20, 1890.

Kauffman Milling Co.,

St. Louis, Mo.

Gentlemen: The dullness predicted in our advice of last week has been fully realized, and the demand for flour has been in retail only. We do not alter quotations, but they must be regarded as nominal in absence of important transactions, sellers being quite ready to make a reduction when buyers appear. The weather has continued favorable for the completion of harvest. The arrivals of wheat at this port are excessive, say 17|3,000 quarters, during the last five days, and instead of the apprehended scarcity there is appearance of abundance all round the horizon.

Offers of flour from your side are more numerous, and lower prices indicated, but scarcely in any case showing a margin for importers.

We quote: First Winter Patents, 33 - to 34/-; Second Patents, 32 - to 32 -6; Extra Fancies, 30-6 to 31-; and Fancies, 29- to 29-6; First Spring Patents, 33- to 34-; Second Patents, 31- to 32- | ; First Bakers, 27- to 27-6; and Second Bakers, 24- to 25-; all per 280 lbs. ex store.

Yours faithfully,

Reid & Glasgow.

208



192.

Dear Sirs: Enclosed please find purchase note for 500 bags Gem flour as per cable exchanged between us. We are glad that further business did result, although market has declined somewhat, caused by the fine weather prevailing here. Large supplies of English wheat were brought in yesterday and prices receded 21 to 31, whilst foreign wheat and flour kept comparatively firm.

Yours truly,

66

193.

Dear Sir: The depression in our market for breadstuffs referred to in our last still continues and prices favor buyers.

The attendance at to-day's market was small. Wheat was as low sale at 3d. per ball under last Wednesday's prices. Flour was also in poor demand, although sellers would have conceded 6d. per sack. American millers have reduced the c. i. f. prices this week, but buyers do not respond, and wait till recent purchasers are cleared before operating anew.

The weather here during the past two days has been very wet and must have injured the grain | still outstanding in the later districts.

The arrivals of wheat and flour are heavy.

Yours truly,

116

194.

Dear Sirs: Owing to Mr. Hull's having interests elsewhere which demanded his attention, the firm of Hull & Waples was not consummated as intended. I have made arrangements which enable me to carry on the grain and provision business as per our verbal agreement when in your office in August last.

Will have a competent man to take charge of and make a specialty of your line, and will give same my personal attention necessary to keep your samples before the trade constantly.

Please keep me posted as to your market by mail and wire.

Respectfully yours,

97

195.

Dear Sirs: We are shipping Mr. Borland the car of grain at his price, but we make no shipstuff, so could not ship the 5,000 lbs. of shipstuff. We make a fine middlings which is worth now 83 cents per hundred. We sold a car at that a day or so ago, but the ordinary shipstuff, which is about half way between our middlings and bran, we do not make. We would have bought it for you had we known where to get it. Please tell Mr. Borland accordingly. We make the credits as per your letter of the same date.

Yours truly,

96

196.

Gentlemen: We thank you for your letter of the 30th ult., with order for 50 barrels each of Kauffman's Best and Victoria grades. Same will go forward promptly. Market is a little higher than when we made you these quotations, but we will ship at the prices quoted you. Cash wheat is very scarce and hard to get, and until another harvest we see but little show of forcing prices down, and even then, with the gloomy prospect for the growing crop, we do not look for lower prices. We shall make a draft at thirty | days, which we hope will be satisfactory to you, although, if you desire to pay cash, one per cent. discount will be taken off.

Yours respectfully,

126

197.

Dear Sir: WHEAT. To-day's market suffered further disturbance from long wheat, the liquidation in December continuing and spreading somewhat to May. Holders were uneasy and let go rather freely. New York reported some export takings, but nothing very important, at least it was so regarded here. Cables were softer as might have been expected. Hutchison was not figuring very prominently, but is considered as being a bull and long of wheat. From the advices we get, farmers' deliveries in the northwest are on the decline and we expect to see receipts at Minneapolis and Duluth showing a decrease | very soon, and if they are not supplemented by larger winter wheat receipts, the market should be favorably affected. The close was weak, corn dull and featureless, oats quiet and slow, provisions firm until New York declined sharply on lard when our market turned and ruled easy on everything but pork which was firm.

Yours truly,

155

198.

Dear Sir: Our market is still weighted with arrivals, largely in excess of requirements, which for the time being give buyers all the advantage, and with weaker advices day after day from America, holders get more or less tired, and by making concessions, endeavored to bring buyers into the market again, but so far, latter do not respond, hence a considerable increase in stocks. Spot wheat values are 1 d. @ 1½ d. lower, and futures 2 d. lower per 100 lbs. Flour is difficult to quote; trade being of the merest retail character @ 6 d. to | 1 s. decline, the larger buyers are still disposed to wait, arguing that foreign flour is still relatively much too dear. The shipment prices show an important decline, but taking our reduced values also into account, there is little to tempt buyers here.

U. K. floating supply has decreased 95,000 qrs. and arrivals have been 186,000 qrs. over requirement.

Stock, Oct. 1st, as follows:

Wheat,	Oct. 1, 1890.	Sept. 1, 1890.
Centals,	2,332,327	1,430,000
Flour,		
280 lb.	105,916	97,821.

Yours truly,

217

199.

Gentlemen: We beg to inclose duplicate drawback certificate covering shipment of bags via Baltimore. This is the certificate which we require to complete Feb.'s entry. Please execute this document and return to us as soon as possible.

Your usual good attention to this matter will oblige,

Yours faithfully,

49

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PATENTS.

200.

June 6, 1890.

Mr. B. Simons,

Bloomfield, N. J.

Dear Sir:

Your favor of the 30th ult. is received.

If your invention contains a new and useful combination, there is no doubt but that you can obtain a patent, and we shall be glad to attend to your application.

In our opinion the best course for you to pursue would be to interest some manufacturer of this class of goods in your invention, or interest some party in it who would be willing to pay the | fees for obtaining a patent for an interest in the invention.

Our fees are all payable in advance, and we could not take the case as you suggest with the fees payable at some later time, but should you get some one interested with you and desire to make the application, we will be pleased to attend to your case and give it the best of attention.

Very respectfully,

165

201.

Dear Sir: Your favor of yesterday is received. In answer thereto we would state that trade-mark registrations are of two kinds: State registration and United States registration. A State registration may be secured by any one operating within the State, but in order to secure a United States registration, the trade-mark must have been in use in some foreign country or Indian nation.

Very respectfully,

58

202.

Dear Sir: We are in receipt of your favor of the 5th inst.

It is necessarily a rule in our office not to disclose or to give any information concerning the application of a party without his authority. We are quite willing to tell you exactly the condition of Mr. Fuller's application, but please have him send a written request to us to do so.

Very respectfully,

66

203.

Dear Sir: Your favor of yesterday is received.

In making application for patent, a model is not required by the Patent Office except in a few cases. One of your plans would answer for us to prepare the application papers from.

The first Government fee, \$15, is payable in advance. The papers will be prepared by us and sent to you for signature and returned to us with the attorney's fees, \$25. No further payment is required until the patent has been allowed, when there will be a final Government fee of \$20 | payable, making the entire cost of the patent \$60.

Patents are granted for seventeen (17) years.

Very respectfully,

118

204.

Dear Sir: Your favor of yesterday, together with model of paper trimmer of S. J. Williams, is received.

Our charge for making examination as to the patentability of this invention would be \$5. The application fees for making application for patent would amount to \$42.00, which would be the full amount payable until the application had been allowed, when there would be the second and final Government fee of \$20, making the entire cost of the patent \$62.

Awaiting your instructions, we are,

Very respectfully,

75

205.

Dear Sir: We have made a careful examination through the U. S. patent records, as to the patentability of your improvement in clocks, and have to report that we have not been able to find a patent anticipating your construction, and therefore regard the invention as patentable.

We presume you desire to proceed with the application for patent under these circumstances, but await your instructions before preparing the papers.

Very respectfully,

70

206.

Dear Sir: In matter of your application for letters-patent of the United States for improvement in saws:

We have to inform you that the case has been examined and claim 3 rejected in view of the patent of C. Disston, No. 63,024, dated March 19, 1867. We are of opinion that this claim may be modified so as to avoid the patents referred to.

Enclosed find copy of your claims and also of the Disston patent, which please return to us with instructions as to further prosecution | of the case.

Yours very respectfully,

106

## MINING.

207.

My dear Sir: In response to your request, I herewith give you the result of my inspection of the mines and property of the Mount Hope Mining Company. On the occasion of my last visit to California I was ten days upon the company's property, and during that time had the fullest and freest opportunity to learn all the most essential facts. All the samples were selected by myself or under my direction in the mine, and by me delivered to the chemists here by whom the assays were made.

The mine is located at an elevation of 4,000 feet. There is an abundance of timber in the immediate neighborhood, which, under the mining law, can be had for the expense of cutting and hauling. The company owns their own water right on the North Fork of the river. The river is, of course, lowest at the end of the dry season, September and October, at which time the supply of water is only sufficient to run 10 or 15 stamps. During the balance of the year, power is abundant for 20 to 50 stamps and other machinery. The mill site of the company is located on the west bank of the North Fork. The mill is of the most approved pattern and consists of 10 stamps and 650 lbs., each low discharge batteries; the whole resting on a solid rock foundation. Power is furnished by a Knight wheel under 65 feet pressure. The water canal is about one mile long, in many places cut into the solid rock, and for several hundred feet carried around shelving rocks by a substantial flume. In addition to these improvements at the river, there is a complete Cornish buddle for concentrating sulphurets, a large barn, sleeping house, boarding house, etc. Leading from the company's bridge across the river, past the mill and other buildings up to the highest point of the mine, is a wagon road about one mile long on a well-established grade. I found it in perfect condition, in many places cut deeply into the side hill, and corduroyed at others where the ground became soft or yielding from rains. The ore wagons traverse this road and deliver the ore directly into the ore bins back of the batteries through a trap door. At the mine there is a boarding house, sleeping house, barn, blacksmith shop, powder house, a large and well-graded timber yard, an ore yard, an ore bin built substantially of heavy timber and capable of holding about 100 tons, tracks, cars, tools, etc.

The outcroppings on the vein are very slight indeed; I do not recall any over three inches in width, and these gave but little promise of the ore bodies that have been encountered as depth was attained. The shafts, tunnels, etc., exist just as they are represented on the map. I also verified distances, depths of shafts, etc. The main tunnel, called the Blacksmith Tunnel, starts in east of the ledge and so continues for a distance of 30 feet, at which point ore was encountered at a depth of 50 feet, increasing in depth as the tunnel advanced. This ore was worked out above the present level several years ago, but the same ore body was more recently encountered on a drift 55 feet below present level. It was from 12 to 30 inches wide, free milling, and of excellent grade. There are no outcroppings to this ore body, although at the greatest depth it is over 100 feet in length. From the south end of this ore body to the north line of the claim, a distance of 700 feet, there are 66 distinct, well-defined ore chutes, the more important ones running from 65 to 118 feet in length. Between these ore chutes, the ore is small in quantity or much lower grade, and

these spaces are accordingly left blank on the map. The vein is closed at no point, but is distinctly traceable the entire distance by the presence of quartz in place. | Thus far the ore has averaged from 2 to 4 feet in width. I was assured by miners who had worked in the mine that in chute No. 4 the vein was stoped and milled from 4 to 11 feet wide. I was not able to verify this by the appearance of the stopes, as loose rock had fallen from above and made measurements difficult. I do not question it, however, as I found all the facts to tally substantially with the statements made me prior to my investigation. In gold mines that pay and hold with depth, the | ore is always found in chutes or chimneys, usually lengthening to a certain distance below surface, and then continuing to great depths. There are many mines on the coast that are being mined on the 800 foot level. The pay chute, which is between 300 and 400 feet long, consisted of two or three shorter chutes above and came together as one on the lower levels. The Mount Hope vein is almost perpendicular, having a slight east pitch. The east or "hanging wall" is remarkably smooth and regular. The west wall next to the | ore is not so regular, as the true foot wall of the vein lies several feet to the west. Mining thus far has been confined to the east wall; very little cross cutting to the west has as yet been done. This feature of the formation certainly justifies the expectation of large ore bodies below. It is the general opinion of miners in that section that the various ore bodies will make a continuous ore body with depth. Substantial proof of this was furnished in one case where drifts from the bottom of a 40 foot winze showed over | three times as much ore in length and width as was cut by the channel, and 12 or 14 inches of fine ore still in face of the drift. This ore, although cut at a depth of 175 feet, did not rise more than 50 feet above tunnel level.

You will see by the map of the underground survey that the ledge has taken a very winding course, showing that the forces which operated to form the mine were sufficient to cause lines of fracture without regard to the cleavage planes of the country rock. | This is held to be the best evidence of a true fissure vein which could possibly be offered. The lowest mill runs were \$14, the highest about \$21, average \$16. There are few gold mines that average higher than this for any length of time. Some of the best average considerably below this, \$14 to \$13. I took pains to verify near \$25,000 bullion during eight months' working, which passed through the hands of one of the bankers at the county seat. I learned | that other shipments of bullion had been made during that time to Mr. Thos. Price, the well-known chemist at San Francisco, and also the Anglo-American Bank, but I did not go there to verify these. Even on this basis, the showing was certainly very favorable, as, in the absence of proper "dead work," they were obliged to rely for ore from the bottom of a shaft or winze, and the face of a drift or tunnel. No attempt was ever made to sort the ores. They were mixed without regard to quality. The pay rolls which were open | to my inspection showed an average mining expense of less than \$2,000 per month.

It is always difficult to select samples of gold ore for assay where, as in this case, even the best ores show little or no visible gold. Various assays have run from \$30 to \$150 per ton and in the main have been very unsatisfactory, as such results were never claimed for the ore. The mill runs are the best guide. Several tons of concentrations are now in the buddle house. None have ever been sold, so | that I am unable to state how much additional per ton

was saved in that way. The high assays are, doubtless, partially due to the fact that the samples were taken from near the bottom of the drifts where the ores are of somewhat higher grade than they are above. As some second-class ore was to be seen at several points in the mine, I requested that 50 or 60 tons be crushed and bullion sent me. This was accordingly done with the result of \$584. The ore was taken from the point | 17 and 18 marked barren on the map.

I have had the property examined by two mining men known to me to be men of good judgment and long experience, and having no pecuniary interest at stake. Their report to me can be seen by you whenever desired.

The deep "Union Tunnel" which is proposed to be run will start within a short distance of the mill and run in a northwesterly course, coming in under the north shaft and about 700 feet below the apex. Very few mines ever attain such a development without the | expenditure of one or two hundred thousand dollars. There will be no extra handling of the ore as it will pass directly from the mine to the mill. The work will be rapidly done with air compressors and patent air drills. These will largely reduce the force of actual mining, and, with the mill run by free water, will bring the cost of mining and milling below \$6 per ton, including surface work, dead work, salaries, etc. An increase in the milling capacity can be met with a much less increase in the mining expense. The capacity of present | mill is about 400 tons per month. These facilities will enable the company to treat the lowest grade ores successfully and insure the largest per cent. of profit on ores of higher grade. The tunnel will pass through some 800 feet of unprospected ground, and as the hill throughout is strongly mineralized, it is confidently expected that the tunnel will cut other bodies of quartz. I cannot see that the enterprise is attended with any more hazard than the majority of commercial ventures, and it certainly offers a reasonable prospect of much greater returns.

Respectfully,

1799

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#### ELECTRICITY.

208.

Gentlemen: The Municipal Company desires to run two wires on Dock street, between Broadway and Ninth street. They have applied to you for space on your poles, and you have refused them on account of the crowded condition of your line and the weak poles. It is not desirable to erect two lines of poles on any street, and we do not care to issue them a permit for the erection of another line of poles on this street. If your poles are too light for two more wires, the supposition is, of course, that you will in the near | future reconstruct this line, in putting higher and stronger poles, as has been your custom. Can you not arrange in this case to reconstruct this line now so as to accommodate the Municipal Company's wires? The wires will be parallel, and induction from the wires, if placed on your poles, would be less than if placed on a line of poles on the opposite side of the street. Kindly let me know what you can do in the matter at an early date.

Very respectfully,

185

209.

Dear Sir: The Electric Company applies to erect a line of poles on Taylor avenue between Easton avenue and St. Ferdinand street, in which locality you have a line of thirty foot poles. Have you any objection to their putting on an additional arm and using your poles? An early reply will very much oblige.

Yours truly,

57

210.

Gentlemen: Your application, No. 3080, is to string wire on Marcus and Lay avenues and King's Highway. I will call your attention to our letter of May 8th, specifying the conditions under which you will be allowed to run your lines through the trees in those localities, which are that you should use a wire with an approved insulation to be conducted through the trees with a tree insulator. You will please submit for approval a sample of the wire which you propose to use.

Very respectfully,

90

211.

Dear Sir: Please arrange to change the location of lamp No. 3012, from midway between the intersection of Olive and South Cabanné streets to midway between the intersection of Olive and North Cabanné. Also, to change the location of lamp No. 3003 from the intersection of South Cabanné and Olive to the intersection of South Cabanné and alley south of Olive, provided you can arrange with Mr. A. W. Hanson for any extra expense which you may be put to in making the above-mentioned changes.

Yours respectfully,

94

212.

Write this letter on paper with marginal rulings. Insert the paper as far as possible to the right to allow room for marginal headings. You can rule plain paper with red ink, extending the lines the whole length of the paper.

Gentlemen:

**Boiler**

We propose to furnish you two (2) boilers each sixty-six (66) inches diameter by sixteen (16) feet long, made of Park Bros.' flanged steel sixty thousand (60,000) pounds tensile strength, hydrostatic pressure of one hundred eighty (180) pounds per square inch; containing fifty-eight (58) lap welded tubes, four (4) inches diameter and sixteen (16) feet long; thickness of shell three-eighths (3/8) inch; heads one-half (1/2) inch; drum to be thirty (30) inches diameter and eight (8) feet long with two legs. All girth seams are to be single riveted; horizontal seams to be double stagger riveted; head thoroughly braced with rods running from head to head. Boiler shall have man-hole in rear head ten by fifteen (10x15) inches and man-hole in front below tubes, each to be supplied with suitable yokes, plates and bolts.

**Fixtures and  
Trimmings**

Boiler shall rest fore and aft on rear stand and fire front; and shall be provided with three-fourths (3/4) front, three fire and ashdoors, grate



	bars, and bearers, rear arch bars, wall binding bars and rods, cleaning   door and frame, safety valve, combination water column with steam gauge, gauge glass and gauge cocks, blow-off, check and stop valves, and stack base plate.
<b>Stack</b>	Stack shall be forty (40) inches in diameter by eighty (80) feet long; half of number ten (10) and half of number twelve (12) iron, and well stayed with angle irons, with full set of guy rods, four times the length of stack.
<b>Boiler Setting</b>	Boilers are to be built by Rohan Bros. of St. Louis in accordance with the city ordinance and approval of the city inspector and all requirements.   Boilers can be inspected at any time during their construction by you or such person as you may appoint, and subject to your or their approval. Boilers shall have eighteen (18) inch walls around; lined inside with fire brick, so that either side of dividing line can be taken down without interfering with the other. The dividing wall shall be eighteen (18) inches brick and lined with fire brick with four (4) inch air space between.
<b>Material</b>	All material to be used shall be new and first-class in every respect. The smoke stack shall be erected and flue   connections made, with damper and attachments to each boiler.
<b>Piping</b>	Trunk pipe shall be eight (8) inches in diameter and exhaust pipe thirteen (13) inches and of suitable length from engine to boiler and to heater, from heater to outside, thence forty (40) feet vertically with a Lyman exhaust condensing head on top, including all feed pipes, blow-off, suction pipes, drips, in fact every thing complete and a first-class job. Boilers to be set separately, to run single or double, connected by three (3) inch pipes at both ends and valve in pipe.
<b>Valves</b>	Valves to   be Jenkin Bros'.
<b>Mud Drums</b>	Two (2) twenty (20) inch mud drums five (5) feet long, set parallel with boilers and clear of brick work.
<b>Workmanship</b>	To be first-class in every respect.
<b>Pumps</b>	Two (2) Duplex steam pumps, size 7" x 4 1-2" x 10", each pump fitted with sight-feed lubricator; pumps to be of suitable capacity to supply both boilers.
<b>Blow-off Tank</b>	One tank to receive blow-off from boilers and heater, thirty-four (34) inches in diameter and three (3) feet deep with necessary openings for cleaning, and pipe connections. You to furnish   heater and grate bars of your own selection, all of which will be set by us. For grate bars, a reduction of sixty (60) dollars will be allowed, and for a heater, four hundred and twenty (420) dollars will be deducted from proposition number sixty-three hundred and ten (6310) made you this day.

Awaiting your reply, we are,

Yours truly,

This piece of work is somewhat puzzling because it has to be written lengthwise the paper and the lines are longer than the type-writer scale.

Fold the sheet twice from the bottom upward, making three nearly equal divisions. Open the last fold. Hold the other fold to the paper scale and note how many spaces it would take to fill the width of the fold, allowing a small margin. Now, holding the sheet so that the fold will be toward you and to the right, put the paper into the machine. Write the address and as much of the first line as you can. Write as many columns as you can easily. When writing the part below the columns, write as much of the first line as possible, then skip as many words as will be required to fill the spaces upon the part that is folded under. Begin the second line with the word that follows the omitted portion. Write as much as you can, then count again and see how many words must be omitted. Proceed in this way with each line until the first part of all the lines has been written. Take the paper out of the machine. Unfold the right side and fold the left. Then put it in the machine again. Insert the date, and finish each line with the words that were omitted in that line. When all is finished, fold the right side, then the left side, so the writing will be within the folds and the first part of the letter will be on the outside fold.

213.

St. Louis, Mo., March 22nd, 1890.

Hamilton Brown Shoe Co.,  
City.

Gentlemen :

Agreeable to your request to indicate your Engine, I beg leave to present this, my report.

What Power driven	No. of Cards taken	Maximum	Minimum	Average	Lamps on	Amperes
Factory only	1	59.701 H. P.	43.756 H. P.	51.230 H. P.	----	----
“ with Elev.	2	61.696 “ “	46.761 “ “	54.694 “ “	----	----
“ shafting light	2	49.746 “ “	31.836 “ “	37.806 “ “	----	----
Large Dynamo	4	62.731 “ “	31.836 “ “	40.117 “ “	553	248
Both Dynamos	4	82.581 “ “	52.721 “ “	65.117 “ “	933	390
Engine and two short shafts	1	31.845 “ “	23.880 “ “	27.864 “ “	----	----

From the above it demonstrates that Friction is a large factor, for by taking the average of “Factory with Elevators” on, at 54.694, adding to it the Friction 27.864, we have a load of 82.558 H. P., then taking “Factory and shafting light” at 37.806, and adding Friction 27.864, we have a Friction load of 65.670 H. P. to produce 16.888 H. P. work done, the difference between the two.

The Electric part of your Plant shows excellent results, for, from the cards taken of both tests, the average shows that you are burning a fraction over  $12\frac{1}{16}$  C. P. lamps per H. P. I should recommend that the Electric Plant be operated by a special Engine, for with full load on your Engine it is dangerously overloaded.

Respectfully submitted,

H. A. Folmer, M. E.,  
Laclede Building.

## THE FOLDING, INSCRIPTION, AND COVERING OF DOCUMENTS.

Legal documents, franchises, specifications, etc., written on the typewriter, are generally bound at the top, using a cover of tinted, thick paper a little larger than the typewritten sheet. This cover is folded about an inch and a half over the top of the inclosed pages and is fastened to them by means of staples or paper-fasteners, or else by red tape run through holes cut in the sheets. When folded, the cover or backer protects the whole document. This cover should be folded and the inscription written on the back before fastening it to the other pages. Lay a fold about an inch and a half wide at the top of the cover. Lay the cover down so the fold will be up and at the top of the page. Fold the cover twice upward, making the bottom and top edges exactly meet each time. The fold that remains on top is the one on which the inscription should be written. The left of the fold is the top and the right is the bottom, and the inscription is written across the fold near the top. That the cover may pass into the machine more easily, unfold one-half before inscribing. With red ink and a ruling pen draw neat lines, if desired, around the margin and under the principal lines of the inscription, thus :

ELECTRIC FRANCHISE	- of -	CITIZENS' RY. CO.	- of -	SPRINGFIELD, MO.,
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CAUTION: When writing the document to be inclosed, be sure to *begin the first line of each page at least two inches from the top of the sheet*, to allow sufficient room for binding and for convenient use afterward. When the document is finished, lay it neatly within the fold of the cover and fasten.

214.

## ELECTRIC FRANCHISE.

## ORDINANCE NO. 1133.

An ordinance permitting the Citizens' Street Railway Company to change its motive power and extend its charter and use electricity in propelling machinery and for lighting purposes.

Be it ordained by the City Council of the City of Springfield as follows :

Sec. 1. That the Citizens' Street Railway Company be and is hereby permitted to change

its motive power from horse and mule power to electricity motor power as provided for in the acts of the General Assembly of the State of Missouri, approved March 18th, 1887. |

Sec. 2. Said Citizens' Street Railway Company shall, in the change of its said motive power, do and perform all work upon its superstructure and tracks in a way and manner so as not to stop or materially interrupt ordinary traffic and travel upon the streets of the city; and shall not reconstruct its tracks on the streets occupied by it until the grades of the streets are established. In all cases where improvements are provided for or contemplated, and in all places of change, erection of poles and work necessary for such change of motive power shall be | done under the supervision of the street committee of the city, to the end that said railway may be operated when said motive power is changed without damage to person or property, and in a way to impede ordinary traffic and travel on the streets as little as possible. Provided that said Street Railway Company shall keep the street between their tracks and for two feet outside of the outside rail thereof in the same condition as the remainder of the street is kept by the city.

Sec. 3. Said Street Railway Company shall charge not more than five cents | for a single trip one way or \$1.00 for twenty-five trip tickets and not more than one-half the regular fare for children under twelve years of age, and nothing for children under three years of age.

Sec. 4. That inasmuch as the contemplated change of motive power will be attended with expense, it is further provided that this privilege to operate said electric motor power on the streets now occupied by said Citizens' Street Railway Company shall continue for thirty-five years from the publication of this | ordinance. And said Citizens' Railway Company shall have the right and privilege within the present and future corporate limits of the City of Springfield, Missouri, and the additions thereto, of building, erecting, laying, operating, maintaining, repairing and using electric apparatus and appliances, electric machines, engines and apparatus, towers, masts, lamp posts, lamps, posts, poles, wires, pipes, and all other machinery, apparatus, and appliances necessary and convenient for the use and application of electricity for the purpose of lighting and of using, operating, renting and applying such electric machines, electric apparatus and appliances, towers, masts, lamp posts, poles, wires, pipes and apparatus and appliances for the purpose of conveying | and supplying electric currents for light and power for hire and use in any and every capacity for which electricity is now or may hereafter be used; and of so using and occupying the streets and alleys of said city of Springfield for said purpose, and for the erection of towers, masts, posts, lamps, poles, etc. thereon, and the laying of wires and pipes therein, and for repairing the same without injury or detriment to private rights or property of individuals or corporations or without public detriment, except temporary inconvenience caused by the erection of such towers, masts, lamps, posts, | poles, and the laying and running of such wires and pipes and repairing the same, all to be done under the police regulations of the city. Provided that such change of motive power shall be made within one year after the street improvements on the streets are completed by the city, otherwise the city reserves the right to repeal this ordinance as to the streets occupied by said company upon which such motive power has not been so changed.

**Sec. 5. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.**

**Sec. 6. This ordinance shall | take effect and be in force from and after its publication.**  
**Approved Oct. 3d, 1889.**

**Attest :**

**G. W. HACKNEY,**  
City Clerk.

**RALPH WALKER,**  
**Mayor.**

727

**MISCELLANEOUS LAW FORMS.**

215.

## Simple Designs for Seals.

X-----X	÷-----÷	: : . . . . . : :	"" "" "" "" ""	0-0-0-0-0	\$\$\$\$\$\$\$\$
: Seal :	: Seal :	: Seal :	" Seal "	o Seal o	\$ SEAL \$
X-----X	÷-----÷	: : . . . . . : :	"" "" "" "" ""	0-0-0-0-0	\$\$\$\$\$\$\$\$

### Borders for Titles of Cases.

Write the part to be inclosed and then make the border. When making the right side of the border, hold the space bar down with the left hand to prevent the carriage from moving. Strike the desired key with the right hand, turn the lever and strike again.

----- x	----- x
BANK OF NORTH AMERICA, )	Francis Stewart et al., :
Appellant, )	Plaintiffs, :
v. )	vs. : No. 1678.
)	:
FRANK B. McMILLAN, )	James T. Johnson, :
Respondent. )	Defendant. :
----- x	----- x

The above are merely suggestions. There is ample room for the display of taste in making borders. The simplest forms, however, are the quickest made and the most business-like in appearance.

**AFFIDAVIT.**

**216.**

[illegible]

John Jones, administrator of the estate of John Smith, deceased, says that the foregoing is a full inventory and description of all the money, goods, chattels and estate, real and personal, books, papers and evidences of debt and of title of the deceased, and of all debts due and to become due, so far as he can ascertain them, except the property reserved

as the absolute property of the widow, and that he is not indebted or bound in any contract to the deceased, at the time of his death | except as stated in said inventory.

\_\_\_\_\_  
Administrator.

Subscribed and sworn to before me this fifth day of March, 1890.

\_\_\_\_\_  
Clerk.

122

BILL OF SALE.

217.

THIS BILL OF SALE, made on January 1st, 1889, by Arthur Whitman, as grantor, to William Bauer as grantee:

WITNESSETH: that said grantor, in consideration of one hundred (\$100) dollars to him paid, the receipt of which is hereby acknowledged, hereby sells, assigns, transfers and sets over unto said grantee his entire interest in the personal property described as follows: One set of furniture situated at number 1 Broadway, St. Louis, Mo.

TO HAVE AND TO HOLD said personal property unto said grantee and unto his heirs, executors, administrators and assigns forever. |

Said grantor hereby covenants that said property is free from incumbrance, and that he will warrant and defend the title thereto against all claimants whomsóever.

IN TESTIMONY WHEREOF, this instrument has been signed, sealed and delivered.

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÷ : - : - : ÷  
: Seal. :  
÷ : - : - : ÷

ACKNOWLEDGMENT OF DEED.

218.

STATE OF MISSOURI, :  
: ss.  
CITY OF ST. LOUIS. :

Be it remembered, that on this twenty-fourth day of May, eighteen hundred and eighty-four, before me, the undersigned, a notary public within and for the city of St. Louis, qualified for a term expiring on the 6th day of July, 1885, personally appeared Mary E. Smith, Peter J. Smith her husband and Peter J. Smith her trustee, known to me to be the same persons described in and who executed the foregoing instrument, and they acknowledged that they executed the same as their free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal at office, in the city of St. Louis, the day and year first above written.

o - o - o - o - o  
: Seal. :  
o - o - o - o - o

\_\_\_\_\_

Notary Public.

133

## WARRANTY DEED.

219.

THIS DEED, made on January 1, 1890, by Horace T. Dodge, of St. Louis, Missouri, grantor, and Bryant A. Holmes of the same place, grantee.

WITNESSETH: that said grantor, in consideration of one hundred (\$100) dollars, to him in hand paid by said grantee, the receipt of which is hereby acknowledged, does, by these presents, grant, bargain, sell, convey and confirm unto said grantee, his heirs and assigns, the real estate, situated in the county of St. Louis, State of Missouri, described as follows: the southeast quarter of section twenty-nine, range east of the | fifth principal meridian, containing one hundred and sixty acres.

To Have and to Hold said real estate, together with the improvements thereon, and the rights, immunities, privileges and appurtenances thereunto belonging, unto said grantee and unto his heirs and assigns forever.

Said grantor hereby covenants that he will warrant and defend the title to said real estate against the lawful claims of all persons whomsoever.

IN TESTIMONY WHEREOF, said grantor has hereunto set his hand and seal.

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\_\_\_\_\_  
: SEAL :  
-----

## WILL.

220.

I, Clarence Keyes, of the City of St. Louis, State of Missouri, hereby declare this instrument to be my last will and testament, and hereby revoke all former testamentary dispositions of my estate heretofore made by me.

FIRST, I hereby give and bequeath to my wife, Bertha W. Keyes, if she survive me, my entire estate, real, personal and mixed, wheresoever situated.

SECOND, I hereby appoint my said wife, Bertha W. Keyes, if she survive me, my executrix, and direct that she shall not be required to give bond as executrix.

THIRD, In the event of my wife dying before me, | I hereby give and bequeath my entire estate, real, personal and mixed, wheresoever situated, to my son, Morris A. Keyes.

FOURTH, In the event of my wife dying before me, I hereby appoint Paul F. Cannon my executor, and hereby direct that he shall not be required to give bond as such executor.

IN TESTIMONY WHEREOF, I have signed and sealed this instrument and in the presence of witnesses published and declared it to be my last will and testament.

Done at said St. Louis on January 1, 18 .

\_\_\_\_\_  
X . . . . . X  
: SEAL :  
X . . . . . X

The undersigned were present and witnessed | the signing and sealing of the foregoing instrument of writing by said testator, Clarence Keyes, and heard him declare the same to be

his last will and testament, and, at his request and in his presence, signed their names as witnesses to said act and declaration, and thereby expressed their belief that said testator was, at the time, of lawful age, and of sound and disposing mind.

**POWER OF ATTORNEY.**

**221.**

KNOW ALL MEN BY THESE PRESENTS, that I, William White, have this day made, constituted and appointed and by these presents do make, constitute and appoint Jacob Faithful, of the city and county of St. Louis, State of Missouri, attorney, for me, and in my name, to sell and dispose of, absolutely, in fee simple, the following described tract of land, or any part thereof, in the county of St. Louis and State of Missouri, to wit: A lot of ground in block No. 3747 of the city of St. Louis, State of | Missouri, beginning with a point in the north line of Bell Avenue five hundred and eighty feet eleven inches east of the east line of Vandeventer Avenue, thence running east along the north line of Bell Avenue sixty feet, thence north one hundred and sixty-two feet six inches to south line of U. S. Survey 1276, thence west sixty feet, thence south one hundred and sixty-two feet six inches to the north line of Bell Avenue and place of beginning, for such price or sum of money, and to such person or persons as he | shall think fit and convenient; and also, for me, and in my name, and as my act and deed, to sign, execute, acknowledge, and deliver such deed or deeds, and conveyance or conveyances, for the absolute sale and disposal thereof, or of any part thereof, with such clause or clauses, covenant or covenants, and agreement or agreements, to be therein contained, as my said attorney shall think fit and expedient; hereby ratifying and confirming all such deeds, conveyances, bargains and sales which shall, at any time hereafter, be made by my said attorney touching or concerning the premises.

IN WITNESS WHEREOF, I have hereunto set my hand and seal, the third day of February, in the year one thousand eight hundred and ninety.

Signed, sealed and delivered  
in the presence of

\$\$\$\$\$\$  
 \$ SEAL \$  
 \$\$\$\$\$\$



## ARTICLES OF COPARTNERSHIP.

222.

We, the undersigned, Samuel Horton and James Hall, both of Poughkeepsie, in the County of Dutchess and State of New York, do hereby agree to form a partnership under the style and firm name of Horton & Hall, for the purpose of carrying on a wholesale dry goods business.

1. Each party contributes to the capital stock of the company as follows: Samuel Horton contributes \$4,500 in money and \$4,500 in stock; James Hall contributes \$4,500 in money. The partners shall share the profits in | proportion to the amounts they contribute.

2. Each party is to devote his time and attention to the business of the firm, and neither shall engage in any business whatever for his private advantage.

3. Correct books of account are to be kept in which shall be entered all the transactions of the firm, and all such books shall be at all times open and accessible to both members of the firm.

4. On the 31st day of December in each year, a correct account shall be taken and stated on the ledger of all the stock, property, and | assets of the firm, and of the debts and liabilities; and the share of each partner in the property shall then be stated, and may be drawn out. But no money or other property shall be drawn out by either partner for his own use beyond his share of the profits, except with the written consent of the other partner. And in such case the share of the partner so drawing shall be proportionably reduced.

5. All business of the partnership shall be transacted in the firm name, and all notes and obligations given, as well as securities taken, shall | be in such name.

6. No debt or claim due or belonging to the firm shall be released or settled without payment in full, unless the consent in writing of both partners is given thereto.

7. Neither partner shall have power to bind the firm as surety, guarantor, nor shall either partner become a surety for any other person without the written consent of the other partner.

8. At the close of the partnership a correct account shall be taken and stated, and the assets of every nature, after payment of the liabilities, shall be divided in the proportion fixed | in paragraph 1.

9. This partnership shall continue until the 31st day of December, 1895, unless sooner dissolved by mutual consent.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this thirty-first day of December, one thousand eight hundred and eighty-nine.

457

\_\_\_\_\_  
 \$\$\$\$\$\$\$\$

\$ SEAL \$

\_\_\_\_\_  
 \$\$\$\$\$\$\$\$

\_\_\_\_\_  
 \$\$\$\$\$\$\$\$

\$ SEAL \$

\_\_\_\_\_  
 \$\$\$\$\$\$\$\$

**BOND FOR THE PAYMENT OF MONEY.**

**223.**

KNOW ALL MEN BY THESE PRESENTS: That I, Arnold Baker, of Springfield, in the County of Greene, and State of Missouri, am held and firmly bound to Charles Deering, of the same place, in the sum of fifteen hundred (\$1500) dollars, lawful money of the United States of America, to be paid to the said Charles Deering, his executors, administrators or assigns; to the payment whereof I bind myself, my heirs, executors, administrators and assigns, jointly and severally, firmly by these presents. Sealed with my seal, and dated the twelfth day of June, one thousand eight hundred and eighty-nine.

THE CONDITION of this obligation is, that if I, the said Arnold Baker, shall pay to said Charles Deering the sum of fifteen hundred (\$1500) dollars and interest on or before the twelfth day of June next, then this obligation shall be void; otherwise to remain in full force.

173

Signed, sealed and delivered  
in the presence of

\$\$\$\$\$\$  
 \$ SEAL \$  
 \$\$\$\$\$\$

**AGREEMENT FOR OVERHEAD CROSSING.\***

**224.**

THIS INDENTURE, made this fifth day of March A. D. 1889, by and between THE CLEVELAND, CINCINNATI, CHICAGO AND ST. LOUIS RAILWAY COMPANY, a corporation organized under the laws of the States of Indiana and Illinois, party of the first part, and the THE ST. LOUIS MERCHANTS' BRIDGE COMPANY, a corporation organized under the laws of the State of Illinois, party of the second part,

W I T N E S S E T H:

The party of the first part, for and in consideration of the sum of one (\$1.00) dollar to it paid, the receipt whereof | is hereby acknowledged, and in further consideration of the covenants and agreements of the party of the second part herein contained, hath granted and by

\* The party ordering this work desired red underscoring where black is seen in the copy.

these presents doth grant unto the second party, upon the conditions and for purposes hereinafter set forth, the right to build a double-track through steel bridge over the tracks of the railway of the party of the first part, at a point on the east approach of the bridge of the second party, above the town of Venice, in the State of Illinois, on the east bank of the Mississippi River.

The said grant | is expressly conditioned upon the performance by the second party of all and singular the covenants and agreements hereinafter set forth to be by it kept and performed as follows, to wit:

F i r s t: The party of the second part shall build the said bridge in such a manner that there shall be at least twenty-one (21) feet clear distance between the top of the rail of the present main line track of the first party and the lowest part of the superstructure of the said bridge.

S e c o n d: It is understood and agreed between the parties hereto | that the party of the second part shall not place any pier or other permanent work on the right of way of the party of the first part, but that there shall be a clear span entirely across said right of way, all in accordance with the map and profile hereby attached and made an essential part of this contract.

The grants, covenants and stipulations hereof shall extend to and be binding upon the respective successors and assigns of the parties hereto.

I N W I T N E S S W H E R E O F, the parties hereto have caused these presents to be signed by the officers thereto duly | authorized the day and year first above written.

The Cleveland, Cincinnati, Chicago & St. Louis Railway Company.

By \_\_\_\_\_

St. Louis Merchants' Bridge Company,

By \_\_\_\_\_

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#### TESTIMONY.

In typewritten testimony, the Q's indicating the questions are generally placed in the margin. Some put the A's also in the margin, but usually they follow the questions on the same line. In depositions, it is customary to number the questions. Different individuals vary slightly in their methods, but, in the main, official reporters write testimony as in the samples given.

In the  
CIRCUIT COURT OF THE UNITED STATES,  
For the Eastern District of Missouri.

" " " " " " " " " " " " " " " " "  
THE UNION TRUST COMPANY OF " "  
NEW YORK, " "  
Complainant, " "  
vs. " In Equity. "  
THE ST. LOUIS, IRON MOUNTAIN " "  
& SOUTHERN RAILWAY COMPANY, " "  
Defendant. " "  
" " " " " " " " " " " " " " " "

New York, January 16, 1878.

Pursuant to stipulation parties appear.

Present -- Wheeler H. Peckham and

Charles H. Tweed, Esqrs.,

Counsel for Complainant.

Ashbel Green, Esq.,

Counsel for Defendant.

EDWARD KING, a witness produced, sworn and examined on behalf of the complainant, testified as follows:

DIRECT EXAMINATION.

By Mr. Peckham:

- Q. Mr. King, you are President of the complainant in this suit, are you not? A. I am, sir.  
Q. And have been since December, 1873? A. Yes, sir.  
Q. The complainant is organized under acts of the Legislature of the State of New York, is it not? A. Yes, sir.  
Q. Mr. King, have you present with you the original mortgage of the St. Louis, Iron Mountain & Southern Railway Company to the complainant? A. Yes. (Witness produces it.)  
Q. Of the divisional mortgages referred to in that mortgage of the St. Louis, Iron Mountain & Southern Railway Company to the Union Trust Company, was the Union Trust Company mortgagee or trustee in any of them, and if so, which? A. The mortgage of the Cairo & Fulton Railroad Company.

Q. No other? A. No other.

Q. Have you the mortgage of the Cairo & Fulton Railroad Company here present? A. Yes, sir.

Q. And you produce the same? A. Yes, sir.

Complainants' Counsel: The same is offered in evidence, it bearing date the 10th day of December, 1870, and being made by the Cairo & Fulton Railroad Company, a corporation existing under the laws of the State of Arkansas, to the Union Trust Company of New York. A copy of said mortgage is, by consent of counsel for the respective parties, annexed hereto, instead of the original, and marked "Complainant's Exhibit C, Jan. 16, 1878. E. L. O., Com'r ;" and as to this, it is agreed by counsel for the respective parties, that the original shall be produced, at the hearing of this cause, at the request of either party.

Q. Referring to the St. Louis, Iron Mountain & Southern Railway Company's mortgage, Mr. King, do you know the signature of Thomas Allen made thereto? A. Yes.

Q. Is that his signature? A. Yes.

Q. Do you know whether he was president of the Railway Company? A. I so understood.

Q. Do you know the seal of the railway company thereto attached? A. Yes.

Q. Is that the seal of the railway company thereto attached? A. It is.

Q. Can you tell how many of the bonds referred to in this St. Louis, Iron Mountain & Southern Railway Company mortgage have been issued; and also how many have been issued in exchange for divisional bonds, and how many have been issued otherwise? A. According to our book here, we have issued three thousand two hundred and fifty of the bonds of the consolidated mortgage directly to the railway company of which Mr. McWilliams is treasurer.

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## CROSS EXAMINATION.

By Mr. Green:

Q. Mr. King, on your direct examination you spoke of there being 3,250 of the bonds of the consolidated mortgage issued; I suppose by that you meant delivered to the Treasurer of the Railway Company by this company? A. Yes; issued so far as the Trustee is concerned.

Q. That was by delivery to the Railway Company or its officer by the Trust Company, and that is what you meant by the issue? A. Yes, sir.

Q. You have no knowledge as to their having been issued by the Company; that is, the Railway Company? A. I have no knowledge of the disposition of them by the Railway Company.

Q. On the twenty-third page of the bill of complaint it is stated that the holders of certain of the outstanding bonds issued under and secured by the Consolidated Mortgage to the amount of upwards of \$1,800,000 have applied to the Union Trust Company and made certain requests as therein contained, among other things, for the foreclosure of the mortgage; is reference made in the bill of complaint to the request produced yesterday bearing date the 3d of August, 1877, and marked "Exhibit F?" A. As I recollect it, there were two suits commenced and two requests made; I don't know which suit you are questioning me about now.

- Q. I am now talking about the suit in which the bill was filed on the 9th of August, 1877; the suit now pending? A. That is the request (the paper marked "Exhibit F").
- Q. Was there any other request made to you by parties claiming to be holders of bonds secured under this mortgage to foreclose? A. No, I don't remember any in this suit; there had been one upon which the prior suit was commenced.
- Q. And what was the date of that? A. I haven't it with me.
- Q. It was April 3, 1877, and I wish you would produce that.

The same is produced and offered in evidence, and a copy thereof is hereto annexed by consent of counsel for the respective parties instead of the original, marked "Defendant's Exhibit 1, Jan. 17, 1878. E. L. O., Com'r."

- Q. Now, with the exception of these two requests, the one of April 3, 1877, and the one of August 3, 1877, were there ever any requests made to the Union Trust Company to foreclose this mortgage, by parties claiming to be holders of bonds secured by it? A. Yes, sir; there were two others, one dated May 3, 1877, and the other dated May 7, 1877.
- Q. Please produce them? A. I produce them.

Two requests produced and offered in evidence, and by consent of counsel for the respective parties, copies are to be annexed hereto instead of the originals, marked respectively "Defendant's Exhibit 2, Jan. 17, 1878, E. L. O., Com'r;" and "Defendant's Exhibit 3, January 17, 1878, E. L. O., Com'r."

- Q. Were there ever any other requests made by persons claiming to be holders of bonds secured by the mortgage? A. None to my knowledge, except these four requests in writing.
- Q. You have no knowledge, I assume, as to the amount of the bonds actually held by any of the parties signing these different requests. A. Nothing but from their statements and signatures.

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RICHARD BARING-GOULD, a witness, produced, sworn and examined on behalf of plaintiffs, testified as follows:

- Q. Where do you reside? A. In the City of New York.
- Q. How long have you resided there? A. I came to New York in February, 1859.
- Q. And have you resided here ever since? A. Yes, sir.
- Q. You are a member of the firm of Ward, Campbell & Co.? A. Yes, sir.
- Q. What is your department or branch of the business of that firm? A. The foreign exchanges, and to look after the office.
- Q. What particular department has Mr. Chapman in that firm? A. His is the stock business.
- Q. Did you know of the coupons of the Second Mortgage Bonds of the Iron Mountain Rail road Company, maturing November 1st, 1876, being sent to the company's office for presentation, at or about that time? A. They were always sent by my instructions, or by some of my partners.
- Q. Those were sent by Mr. Myers, the same as testified to by him? A. Yes.

- Q. Did you also know of the presentation of coupons of certain Arkansas Branch Bonds, maturing December 1st, 1876? A. Yes, sir, I did.
- Q. And of certain coupons of Cairo & Fulton Bonds, maturing January 1st, 1877? A. Yes, sir.
- Q. Were those sent by your instructions? A. Yes, sir.
- Q. By Mr. Myers? A. By him, as stated in his testimony.
- Q. What, if any amount, did you receive on those several classes of coupons? A. We received half payment.
- Q. That is, \$17.50 gold on each coupon? A. Yes, sir.
- Q. Did you ever receive any thing more on those coupons, or any of them?  
 Objected | to as irrelevant, incompetent and immaterial.  
 Objection overruled. To which ruling of the court, defendant's counsel duly excepted.

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6936.

.....  
Charles W. Holland, et al.,

vs.

The St. Louis Agricultural and

Mechanical Association.  
.....:  
:  
:  
:  
:  
:  
:In the Circuit Court  
of the City of St. Louis.  
April 26th, 1886.

## APPEARANCES.

For the Plaintiffs: Eber Peacock, Esq.

For the Defendant: G. A. Finkelnburg, Esq.

Be it remembered that on the trial of this cause, the following proceedings were had before Hon. Shepard Barclay, J., and a jury.

The plaintiffs, to maintain the issues upon their part, introduced the following evidence:

## THOMAS WALCH

called for plaintiff, being duly sworn, testified as follows:

Direct Examination by Mr. | Peacock.

- Q. Your name is Thomas Walch? A. Yes, sir.
- Q. What is your occupation? A. I am an architect and superintendent of buildings.
- Q. Are you the gentleman who wrote the plans and specifications for the Grand Stand on the race track at the Fair Grounds? A. Yes, sir.
- Q. These are the plans and specifications, are they? (Plans and specifications shown to the witness.) A. Yes, sir.
- Q. When were those plans and specifications drawn, and where? A. Previous to the 30th day of January last year.

## SPECIFICATIONS.

Specifications for the material to be used and labor to be performed in the erection, construction, and completion of a ten-room stone and brick dwelling on the southeast corner of Westminster Place and Sarah street, in the city of St. Louis, Mo., for \_\_\_\_\_

45

## EXCAVATIONS.

Dig for a cellar under the entire building 8' 0" deep below bottom of first floor joists, removing the earth 6" outside of the building line on all sides. All wall footings are to be 3" deep below excavation and 26" wide.

Dig for inner walls 18" wide by 3" deep below excavation for cellar floor, and for cellar door area full depth of cellar as may be required, and for porch and front and side step walls 26" wide by 3' 0" deep below grade, | and for terrace steps 18" wide by 24" deep below grade of sidewalk, and for porch piers 18" x 18" by 2' 0" deep.

When the walls are up, back fill in around same to the grade lines with good clay rammed perfectly solid. Grade the lot as hereinbefore specified, and remove from the premises and the adjoining streets and alleys all earth not used in grading and all rubbish that may accumulate during the construction of the building. The 6" space outside of walls is to be | left open until the walls are built up to grade line, pointed, and inspected, then it is to be filled with clean clay rammed perfectly solid.

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## RUBBLE MASONRY.

Ash pit shall have 15" walls extending from 2' 6" below grade to 6" above grade lines. All walls of building, porches, and front steps are to have footings 26" wide by 8" high, and for inner walls, 18" wide by 8" high, all of good, large, flat stones settled perfectly solid in the trenches in mortar, and all slushed with good lime and sand mortar well grouted.

Porch piers shall be 18" x 18" extended to grade and terrace area, and step | wall 18" wide.

All walls shall be set out on the center of these footings as shown and figured on plans, 18" thick with chimney projections as shown, and shall be carried up true and plumb on both sides and be accurately leveled for joists and extended to top of joists and leveled, and shall be left down at grade to receive the ashler facing, then backed up to top of watertable.

Cellar doors are to have 15" walls extended to grade. Porch piers shall be 18" x 18" | capped with full size stones and terrace step footings 15" wide extended to steps.

This work must all be of good, sound, approved limestone, bonded in the best manner, laid as found in quarry, with every space filled with lime and sand mortar, and the joints neatly pointed on both sides, and all flues lined up with hard brick in an approved manner. South wall of main building, and walls of rear building showing above grade, to be of select rubble work of large, regular stones with joints blocked off and raise pointed in Portland cement.

NOTE. — A star is made in typewriting by striking the hyphen over small x.



All cellar | windows shall have 5" x 8" hammer dressed sills of same stone as specified above, with face of sills fresh broken stone rough. Cellar steps shall be as shown 7½" x 11" and coping on cellar area wall 7½" x 11", all of good, sound, white limestone neatly hammer dressed.

52

#### CONCRETE.

The step area and entire cellar shall be covered 5" deep with fine broken rock or cinders pounded in perfectly solid and mixed with ⅓ Portland cement and ⅔ sand mauled down until the cement floats on top and then covered 1" thick with ½ Portland cement and ½ sand, neatly leveled true and even.

The front balcony loggia and vestibule and 3rd story balcony floors are to be on cinders and Portland cement and substantially constructed on I beams at proper heights for tiles and floors.

94

#### CUT STONE.

This work, not otherwise specified, shall be of the best St. Louis white limestone, free from all defects, neatly cut with close, straight joints, tuck pointed in gray cement, and securely set and anchored to brick work, and neatly cleaned.

The cut work, as shown by details, shall be neatly bushhammered with corbals, columns, belts and cornices as shown, and the balance of the work shall be left fresh broken stone rough, standing out bold and even without tool marks. Watertable to be as shown with 3" x 3" oval wash neatly cut.

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97

#### BRICK WORK.

Build an ash pit on alley as shown 5' 0" x 6' 6" with 9" walls 4' 0" high laid in cement. Walls in cellar shall be as shown 9" thick with first five courses of hard brick laid in cement and extended to top of first floor joists same as other work.

All outer walls shall commence at top of first floor joists and shall be extended and topped out as per drawings with the stone backed up with hard brick laid in cement mortar. The walls shall be 9 | " thick and accurately set out, and carried up and kept true and plumb on both sides, with openings accurately located, and frames kept true and plumb, and flues lined to top of chimneys.

All flues shall be laid out as shown 9" x 9", built of hard brick shoved up in mortar with joints struck inside neat and smooth, and shall be bonded into walls every three brick at jambs and webs, and 6" thimbles built in for flue openings and topped out with the last four courses of hard brick dipped in water and laid in | pure Portland cement.

The brick work of flues shall be kept back 2" from all timbers, with space between filled with lime and sand mortar. Turn 4½" trimmer arches for all hearths.

236

## CARPENTERS' WORK.

First, second, and third tier of joists throughout shall be 2" x 10" all set 16" from centers, leveled on good solid bearings crowned and sized throughout, and all to be cross bridged two places throughout each tier with 1" x 3" cross bridging.

All joists shall be doubled under partitions, double and trussed under sliding doors, and framed with double headers and trimmers for all fireplaces and stair openings, with fire places furred and centers formed for arches and framed for flues.

Provide 4" x 4" lintels for | all openings and 3" x 4" x 8" wood blocks to build in every 24" where partitions meet walls, also blocks for securing base, finish, etc., to walls.

Stud partitions shall be 2" x 4" as shown, set 16" from centers, doubled at openings, and braced and trussed at sliding doors with 2" x 4" plates and sills, and 1" x 4" zigzag bridging through each tier, doubled at openings and spiked to wood blocks where meeting walls every 24" with blocks built in dry, all sized | and securely put up true and plumb, and well spiked together in all angles and to walls.

All partitions coming over partitions and over girders shall rest on girders or on plates of partitions and not on joists. Rafters shall be 2" x 6" set 24" from centers. Porches, front, side and rear, shall be framed with 4" x 6" sills, 2" x 6" joists, 4" x 6" plates, and 2" x 4" ceiling joists and rafters 16" from centers, all securely put up and anchored. | Wall plates to be 2" x 8" doubled.

Form tower, dormers, and gables in a neat, approved manner, and closely sheath same. Provide and build in suitable lookouts on which to secure main cornice, and form gutters in same. Roofs to be closely sheathed with 1" boards surfaced to a thickness. Rafters to be tied to ceiling joists and tied together with 1" x 6" pieces 8' 6" above attic floor.

The foregoing, and all other necessary carpenters' work to complete this building, unless otherwise specified, must be of good, dry, sound, white | pine lumber put up in a good mechanical manner.

409

## FLOORING.

East porch and balcony and rear porch and 3rd story balcony shall be floored with 1 1/8" x 3" dry, clear white pine flooring neatly worked and put down in white lead and shall have nosed fronts.

The main kitchen shall be floored with clear yellow pine, and all other floors shall be of white pine Star flooring, all dry lumber neatly worked 4 1/2" wide or under and blindnailed to every joist with tenpenny nails, with kitchen floor worked 3" wide or under. Partitions in basement shall be of Star yellow pine | partition stuff neatly worked and beaded and put up on dressed supports.

112

## JOINERS' WORK.

Cellar and attic windows shall have 1 3/4" plank frames and 1 3/8" casement sash with box frames in high attic windows and 1 3/4" sash with one light in front cellar windows. All other

windows shall have box frames,  $1\frac{1}{8}$ " Y. P. pulley stiles,  $1\frac{3}{8}$ " subsills,  $1\frac{3}{4}$ " hanging stiles and  $1\frac{3}{8}$ " sash, except in main building, 1st and 2nd stories, and main stair window which shall have  $1\frac{3}{4}$ " sash. All windows in 1st and 2nd stories | rear building shall have  $1\frac{3}{8}$ " outside blinds with rolling slats. The first story, except kitchen and hall, and the four 2nd story main rooms shall have panel backs as per details, and all other windows stool and apron finish.

Rear kitchen and laundry doors shall have  $1\frac{3}{4}$ " plank frames with transoms to come on line with top of windows and  $1\frac{3}{4}$ " five-paneled doors moulded on the solid. Outer dining room and side hall doors shall have  $1\frac{3}{4}$ " panel and moulded frames and transoms and  $1\frac{3}{4}$ " | " doors moulded for glass above lock rail and paneled as shown. The sliding doors to be  $2\frac{1}{4}$ " thick, twelve-paneled for double doors and twelve-paneled for single doors and moulded to match other doors. All other doors shall have  $1\frac{3}{8}$ " double rebated frames with transoms where marked "T" on plans of the sizes figured. Doors in 1st and 2nd stories shall be  $1\frac{3}{4}$ " thick, six-paneled with flush moulds and raised panels, with door between dining room and pantry made to swing both ways. All other doors shall be |  $1\frac{3}{8}$ " thick, four-paneled and flush moulded, and inside of kitchen, inside of closets and basement, moulded on the solid.

Construct front door, frame, sidelights, finish and transom and vestibules as per details for same with paneled jambs and canopy. The side and rear steps shall be as shown with  $1\frac{1}{8}$ " nosed treads and  $\frac{7}{8}$ " risers securely put up with all joints in white lead, and put up on dressed strings resting on cedar posts.

The first and second stories throughout main building, except closets, shall have a  $\frac{7}{8}$ " x |  $5\frac{1}{2}$ ", and rear building and closets to have  $\frac{7}{8}$ " x  $4\frac{1}{2}$ " pilaster finish, with 9" two-membered base, plinth blocks and corner blocks with rosettes, and the balance of the house a  $4\frac{1}{2}$ " plain finish with  $1\frac{1}{8}$ " pediment head and 7" beveled base. All base to finish on floor with  $\frac{5}{8}$ " quarter round, and inside of closets finished with a  $\frac{5}{8}$ " x  $2\frac{1}{2}$ " finish, 5" plain base and  $\frac{1}{2}$ " quarter round.

Kitchen, rear hall, | first story and rear stairs throughout and bathroom shall be wainscoted with matched and beaded  $\frac{5}{8}$ " x 4" large beaded and outgauged board 4' 0" high, put up on two wall strips with  $\frac{5}{8}$ " quarter round on floor and a  $\frac{7}{8}$ " x  $2\frac{1}{2}$ " lip mould capping.

Kitchen and pantry sinks to be neatly cased and put up on turned legs. Arches in towers and at rear end of hall to be constructed as per drawings.

The first story closets and linen closets and store closet shall each have | six shelves as shown, put up in a good substantial manner, spaced as required. Other closets shall have two shelves set 14" apart, with lower shelf 5' 0" from floor, resting on a  $\frac{7}{8}$ " x 5" strip.

Reception hall shall be wainscoted 5' 0" high with paneled and moulded work as per details for same. Construct the side and rear porches as per drawings, with columns, brackets, gables, balustrades, spandrels, balconies and cornices as per details, and board ceiling with  $\frac{5}{8}$ " x 4" narrow matched and large beaded boards | neatly worked. Ceiling of front porch to be paneled.

The foregoing and all other necessary joiners' work to complete the building, not otherwise specified, must be of good, dry, sound, white pine lumber made as per details, with the lumber free from ugly knots, shakes, sap and other defects, neatly worked and put up in a good mechanical manner, nicely smoothed and delivered in a perfect condition for the painters.

All work showing in kitchen, pantries, rear hall, bathroom and rear building and attic, except stiles of doors and sash, shall be select, clear yellow pine, and the stiles of | these doors and sash clear cypress. The two chambers in 2nd story over dining room and sitting room shall be of clear, long-leaf Georgia pine and the balance of the interior work in 2nd story shall be of clear, soft, select yellow poplar, and in main story, quartered oak in reception hall, dining room, parlor, vestibule and sitting room.

The reception hall, parlor, dining room and sitting room shall have floors of  $7/8$ " x  $2\frac{1}{2}$ " tongued, grooved, quartered, clear, dry, white oak, nicely smoothed and securely blindnailed, put down with riprap corners and neatly | fitting joints, grooved together and set flush with other flooring.

910

#### ROOFING.

The roof and side of west porch and roof and sides of rear porch shall be covered with the best quality of narrow Vermont slate. The main roofs, dormers and towers and spandrel over main stair window shall be covered with the best Pennsylvania dark slate of medium size put on felt with usual lap, and securely nailed, and 14" valley gutters of 14 oz. copper and copper flashings, 4 lb. lead hip coverings.

78

#### PLASTERING.

All ceilings, and stud partitions shall be lathed with good, dry, sound white pine lath, put on not less than  $3/8$ " apart, with broken joints every five lath, securely nailed, and shall have a good coat of mortar with plenty of long sound hair mixed when ready for use and well cross scratched.

When thoroughly dry, this and all brick walls shall have a coat of brown mortar floated true and straight; and when perfectly dry, a coat of white hard finish with clean sand and plenty of plaster paris brushed down with clean water and troweled to | a true, even and hard surface and left clean and perfect on the final completion of the building.

The mortar must be of fresh, strong lime and clean, sharp sand mixed in proper proportions and well tempered. No mixing or tempering of mortar will be allowed on the floors. The hair and sand to be added when ready for use and well tempered, and the whole delivered clean and perfect on the final completion of the building.

179

#### STAIRS.

Construct a flight of stairs leading from cellar to 1st floor, from 1st to 2nd floor, and from 2nd floor to attic with 1" nosed treads and  $7/8$ " risers put up on good strings. They shall have 4" turned newels and  $1\frac{3}{4}$ " x  $3\frac{1}{2}$ " rail with space below rail enclosed with  $7/8$ " matched and large-beaded partition stuff and balustrade of  $1\frac{3}{4}$ " moulded balusters as shown.

Main stairs shall have 8" newels on main floor with moulded base and cap, and paneled and | moulded shafts and carved belts and rosettes with half drop newels on walls; carved

rosettes with  $2\frac{1}{4}$ " x  $4\frac{1}{2}$ " moulded rails, and  $1\frac{3}{4}$ " double moulded balusters with square base and tops, and 5" x 5" drop newels as shown, all of good, clear, dry quartered oak, free from sap and neatly worked and put up in a good, mechanical manner as per drawings for same.

Well hole to be cased and rail to end with half newel on wall. This flight will have  $1\frac{1}{8}$ " nosed treads | and  $\frac{7}{8}$ " risers and scotia of clear, dry quartered oak, grooved and glued together and housed into wall strings to match base, with curb face string paneled, opened and beaded and finished on floor with a paneled and moulded spandrel extending back and returned to wall, and front panel and curb, all of clear, dry quartered oak neatly worked as per drawings and details, with the whole put up on good supports in an approved manner.

\* \* \* \* \*

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#### SHEET METAL WORK.

The entire roof of loggia shall be covered with burnished, cold-rolled copper with an ornamental belt course and finial, and a gutter formed at base of roof with an ornamental spout nozzle 12" long, all of burnished cold-rolled copper as per details.

The main and tower cornices, with gutters, cornice of dormers, dormer balcony and roof finials and cresting, shall all be of galvanized iron as per drawings, with double gutters formed in cornices and planchers crimped and extended back to wall lines.

Provide and put up five 4" conductors leading from | gutter to grade line, all properly locked and soldered and securely put up in an approved manner as per drawings for same, with moulded joints every four feet, and set out 3" from walls with fancy holders as per details. Hips shall have moulded coverings as per details.

All must be of No. 24 galvanized iron, locked, soldered and put up in a thoroughly workmanlike manner.

166

#### HARDWARE.

The front door shall be hung on three 5" x 5",  $1\frac{3}{4}$ " doors on 4" x 4", and all other doors on  $3\frac{1}{2}$ " x 4" paneled, loose joint butts with acorn tips, all electro-plated in 1st and 2nd stories and attic. Door between dining room and pantry to be hung on approved double action butts.

Front and west doors shall have  $4\frac{1}{2}$ " mortise front-door lock with three tumblers, brass works, strikes, and polished brass front duplicate small steel keys working night latch attachment, | thumb-bolt, inside-working latch and polished bronze knobs inside with square bronze rose and escutcheons combined, and oval polished bronze knobs, rose and escutcheons combined outside, all heavy square goods with beveled edges.

Inside doors in 1st and 2nd stories and attic shall have 4" mortise locks with brass works, strikes and brass fronts, small steel keys and polished bronze knobs and polished bronze rose and escutcheons combined. Outer east doors shall have night latch attachments. Sliding doors shall have the Hatfield antifriction sheaves,  $1\frac{1}{8}$ " brass rail, and  $4\frac{1}{2}$ " mortise sliding-door | locks with heavy, flush, polished, bronze furniture.

All other doors shall have  $3\frac{1}{2}$ " mortise locks with malacca iron fronts, brass keys, jet knobs, and bronze rose and escutcheons. Outer doors and chamber and bathroom doors to have bronze mortise bolts.

Transoms shall be hung on centers and shall have Tucker bronze spring fastenings and Woolensack lifters. Outer rear transoms and cellar and attic sash shall be hung on 3" butts and shall have spring fastenings with approved bolts for casement sash.

The four large windows shall have sash hung on  $\frac{3}{8}$ " cord over 2 |  $\frac{1}{4}$ " polished wheel axle pulleys balanced on weights. All other sash shall be hung on  $\frac{1}{4}$ " Italian cord over 2" polished wheel axle pulleys balanced on cast weights and shall have the Ivés bronze sash locks and bronze hook sash lifts in 1st and 2nd stories.

Outside blinds shall be hung on Lull & Porter butts of suitable size and have fastenings. Inside blinds shall be hung on  $2\frac{1}{2}$ " wrought electro-plated butts in outer folds, and  $1\frac{1}{8}$ " electro-plated back flaps in inner folds, and shall have polished | bronze shutter bars and knobs. Clothes closets shall have eight double hooks with two screws each. Doors opening against walls shall have fenders with rubber bumpers.

\* \* \* \* \*

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## \* S P E C I F I C A T I O N S

f o r

A Bridge across the Mississippi River at St. Louis, Mo.

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### MAIN PIERS.

The foundations for the four main piers will be put in by the plenum pneumatic process. The approximate elevations of the bed-rock are as follows: at pier I, (21.0); at pier II, (27.5); at pier III, (28.0); and at pier IV, (28.5).

The pneumatic caissons for piers I and IV will be 26 feet wide, 70 feet long, and 17 feet high.

### MATERIAL.

All parts except nuts, swivels, clevises, wall pedestal plates and ornamental work will be of steel. The nuts, swivels and clevises may be of wrought iron; the pedestal plates and ornamental work will be of cast iron.

### RIVETED WORK.

All plates, angles and channels shall be carefully straightened before they are laid out; the rivet holes shall be carefully spaced in truly straight lines; the rivet heads shall be of hemispherical pattern, and the work shall be finished in a neat and workmanlike manner.

### MACHINE WORK.

The bearing surfaces in the top chord shall be truly faced. The ends of the stringers and of the door beams shall be squared in a facer.

\* We give extracts only to show another and a common form of writing specifications. Make double space between lines and triple or quadruple space between subdivisions.

## IN THE OFFICE.

**TYPEWRITER RIBBONS.** — There are two kinds of ribbons in general use; the copying and the non-copying or record ribbon. The record does the prettier work but cannot be used when letter-press copies are to be made. It is especially nice for writing documents that have to be handled often, as the moisture of the hand may cause a blur or a change of color in the writing if a copying ribbon is used.

If your work calls for the use of both ribbons, to avoid loss of time and soiling hands when changing ribbons, a copying ribbon and a record ribbon may be kept on the machine at the same time. Pin a half length of each kind together as the spools will be too full if two whole ribbons are used.

These ribbons are found in black, blue, purple, green or red. The blue record ribbon keeps its brightness and clearness longer than most of the other colors, although the black record is often preferred. The Permanent is the best of the copying ribbons at ordinary price. It is durable, gives a bright, distinct copy and does not clog the type. Copying ribbons copy in the same color as the original print except the black which is gotten up in different colors of copying ink: green, purple, blue and black.

The Official Indelible copying ribbon is chiefly used in Government work. The Duplicator copying ribbon is used when several letter-press copies are to be taken from the same letter. There are also Hektograph and Lithograph ribbons.

Buy only the best ribbons. The few cents difference in price will be made up to you in improved quality of work.

When a ribbon is worn on one side, turn it and it can be used fifty per cent. longer. If the ribbon clip breaks and the ribbon curls, turn the ribbon or else stretch slender rubber bands across the top of the basket, taking care to place them so that they will not interfere with the rising of the type bars.

Ribbons can be re-inked if desired.

Sapolio is excellent for removing ribbon stains from the hands. Be careful not to get ribbon stains on the key tops.

**LETTER-PRESS COPYING.** — Write the letters to be copied with a copying ribbon.

To make the copies, first place an oil sheet in the letter book on the left page. Spread a damp cloth smoothly over it. On this lay a tissue leaf of the letter-press book and then the letter to be copied, face downward. Above this place another oil sheet, another damp cloth, another leaf of the book, another letter face downward, another oil sheet, and so on until all the letters to be copied have been placed in the book; lastly an oil sheet. Put the closed book in the letter-press and subject it to pressure a few seconds or a couple of minutes, the time depending on the amount of pressure, of moisture, and the age of the ribbon.

An old copying ribbon requires more moisture and a longer pressure than a new ribbon. When a new ribbon is used, the cloths should be wrung out as dry as possible. If the cloths are too wet or the pressure too long continued, it will cause the ink to spread and will wrinkle the paper.

When removing the letters from the letter-press book, place pieces of newspaper or blotting paper between the tissue leaves to prevent the ink running while the paper is wet. Place papers also between the letters. If the letter has been written on both sides, lay it in the letter book as previously directed, and over it lay another sheet of the book. On that spread a damp cloth, and above it place another oil sheet.

Some wet the leaves of the letter-press book with a brush; others with damp blotting paper. Cloths are preferable, as with them it is easier to regulate the amount of moisture.

A very ingenious machine has been constructed by which a letter can be copied by passing the letter between rollers in connection with a tissue sheet which is automatically dampened. By this method perfect copies can be obtained, when a proper ribbon is used, as rapidly as the letters can be fed into the machine. When the tissue sheet on which the copies are made is dry, it is cut into the proper lengths by a knife attached to the machine. Each copy is fastened to the letter of which it is an answer, and the letter and copy are filed together. If desired, two or three copies can be made of the same letter. The letter itself does not get wet or show any signs of having been copied. The advantage of this method is that the reply and letter received are always together.

In some offices carbon copies are preferred to letter-press copies. A carbon copy of the reply is filed with each letter received.

#### DUPLICATING PROCESSES:

**HEKTOGRAPHING.** — A hektograph ribbon is used when typewriting the article to be multiplied. A gelatinous pad receives the impression of the print and in turn gives it to blank sheets that are placed one after another upon the pad. After use, the pad is washed to remove the imprint, taking care not to roughen the pad or to wear it away more than necessary. The number of copies that can be taken are few or many according to the state of the pad, the care with which the hektographing is done, and the strength of the ink in the ribbon.

**LITHOGRAPHING.** — The typewriting is done with a lithograph ribbon. The sheet is then placed upon a lithograph stone from which almost any number of copies can be taken.

The Neostyle, Cyclostyle, or Mimeograph are found in many offices. Wax paper, with a backing of open silk cloth, is inserted in the typewriter, the ribbon removed, and the type thoroughly cleaned of all traces of ink. Wherever the type strike, they knock the wax into the silk cloth back of it, leaving a perfect stencil of the type. This stencil is put in a frame, and an inked roller passing over it reproduces the writing upon a blank sheet placed under the stencil. In this way several hundred copies have been made in an hour.

**INDEXING LETTERS.** — Write on a slip of paper the name of each party addressed and the number of the page where the letter is copied in the letter-press book, then turning to the index which is alphabetically arranged, look for the first name on the list. If you do not find the name, write it in the proper column and place the number of the page at its right, checking the name off from the slip. If you find the name however, see if it is written more than once and place the number of the page at the right of the name where last written. When through indexing, write on the fly leaf of the book, "Posted to page —," giving the number of the page on which the last letter is copied. Then if two or three days elapse before you have time to index again, you will know just where to begin.



**FILING LETTERS.** — All letters received should be carefully filed away. Unless replies are kept in a letter-press book, a carbon or other copy should be fastened to and filed away with the letter received. Receipts should be kept in one file, letters in another file, etc. In many offices there are different files for different branches of the correspondence; for instance, letters from a certain railroad or state or business house with which they have close relations, may be placed in one file, letters from another railroad, firm or state may be placed in another file. Letters are placed in alphabetical order in the file; thus, a letter from James Stewart Green would be placed over G in the file; that is, in the compartment marked by a printed G. The different letters belonging to a compartment should be placed there in an orderly manner, in such a way as to take as little room as possible.

**SUGGESTIONS FROM THE POSTAL DEPARTMENT.** — When superscribing envelopes, avoid abbreviating the names of states as far as possible. A little carelessness in writing may send a letter to Maine (Me.) instead of to Maryland (Md.) Ind. when written with a pen is often confused with Mo., etc. The postal department has adopted the abbreviation, Calif., for California. Ohio and Oregon should not be abbreviated.

The name of the state should always be written. You may suppose that a letter directed to Boston ought to go to Massachusetts, yet there are eleven states that have a post-office named Boston. Washington is found in thirty-three states, etc. Postal clerks are greatly helped in their work by having the county as well as the post-office placed on the envelope. In sending printed matter as well as letters through the mail, it is advisable to have the name and address of the sender printed on the wrapper.

After being letter-pressed, typewritten letters are often so wet when placed in the envelopes that the water soaks through the envelope and blurs the address. The mucilage also is dampened so that many of the letters reach the post-office stuck together and so evenly that occasionally the upper one will carry the lower one thousands of miles astray before it is discovered, although handled by many officials. Several hundred letters lately posted by a firm were so badly stuck together that they had to be laid aside until the rush of work was over. Then, by using great care, they were detached from each other; not, however, without tearing a few and all being delayed one dispatch. Be sure that the letters are dry before inclosing them in envelopes.

It is well to mail important letters early. As the great bulk of letters written during the day are received at the post-office between 6 and 7 p. m., it sometimes happens in the press of work that a few are left over until the next mail.

**CIPHER DISPATCHES.** — Since every word costs money, parties having foreign correspondents often express a whole sentence by a single word in a cablegram. The name of the party addressed and that of the sender are combined in one word and this word is communicated to the telegraph company, as is seen by the following quoted letter sent to the Western Union Telegraph Co.:

“Will you please register the code address, Brownlip, to be used interchangeably between Lippincott & Co., Bristol, England, and Brown, Stark & Co., St. Louis, Mo., and oblige us? Kindly notify us when same has been registered.”

Brown, Stark & Co. receive a telegram addressed to Brownlip, St. Louis, and containing the single word "Quote."

They, in turn, cable to Lippincott & Co. of Bristol, as follows:

Brownlip,

Bristol,

Material, Outcast, Affable, Abate.

These words are explained in the following letter sent to Lippincott & Co.:

"Your cablegram received saying, "Quote," meaning you wish us to quote prices on flour. We replied "Material, Outcast, Affable, Abate," meaning we offer you Patent at 29s. 6d.; Straight, 26s. c. i. f. Belfast;" "These are lowest prices; no use bidding less;" "Market excited and unsettled," all of which we now confirm.

We append another explanatory letter:

Messrs. Lippincott & Co.,

Bristol, England.

Gentlemen:

Your cablegram received, saying, "Mechanic," meaning you offer 27s. 6d. for 110 lb. sacks "Pure Gold," less one per cent. commission. We cabled you "Audit," meaning, "We accept your offer," and now confirm. We thank you for the order.

Yours truly,

Brown, Stark & Co.

**MISCELLANEOUS HINTS.** — Drive a darning needle into the cork of your oil bottle. The eye of the needle will take up enough oil to use on any one part of the machine. Do not use too much oil. Use only the best. Keep your machine bright and shining. Polish with soft cotton; that is what the makers use. Let the screws alone unless you are certain that the machine needs adjusting and that you know how to adjust it.

A yard of brown canton flannel is a good thing to throw over the typewriter when left unused during the day. At night, place the cover over both the cloth and the machine.

When more than one sheet is used in writing a letter, head the second sheet with the number of the page, date, and the initials of the party addressed. Thus, when writing on Dec. 22nd to the Art Interchange, there should be placed in the upper left-hand corner of the second page, 2, A. I., Dec. 22.

In bills, invoices, etc., capitalize the articles mentioned. When the names of goods are run in solid with the balance of the letter, they should generally begin with small letters.

An apostrophe omitted from the possessive case can easily be inserted by drawing the carriage back until the pointer is exactly half way between the proper divisions of the scale. Suppose the apostrophe is omitted in the expression, "Mr. Peck's bill," and that the letters k and s are over the 10 and 11 of the scale. Holding the carriage so that the pointer will be exactly midway between 10 and 11, strike the apostrophe and it will print in the proper place.

By holding the space bar down with the left hand, the right hand can strike the keys any number of times without moving the carriage. This is convenient when making vertical columns of colons, etc., and in forming combination characters, like ç, ¢, é, ÷, \*, etc. An exclamation point can be made with the colon and apostrophe.

When writing circular letters, copy one in the letter-press book, and then add the words, "Sent to," and the names of all persons to whom the letters are sent.

The quotation mark " is often used to represent inches and seconds, and the apostrophe ' to denote minutes and feet. Ex. 6' 3".

When writing with single space between lines, use double space between paragraphs.

When writing dispatches, never divide a word at the end of the line; leave a space and write the word on the next line.

In answering a telephone call, give the name of your firm. For instance, if Knight & Wilson, telephone 1611, is called, say, "Knight & Wilson, telephone 1611," and then the party calling will know to whom he is talking.

**HOW TO SUCCEED.** — Take pains. Be accurate and neat in your work. Do everything a little better than you are expected to. Be cheerful and obliging when asked to do work outside of your line. Try to fill in your leisure moments in a way that will help your employer. Study his work in all its details so that you will know how to aid him. Make yourself necessary to him. Every one has peculiarities; learn what are your employer's and adapt yourself to them. Find out what duties are most irksome to him and relieve him of them as much as possible without meddling or being officious. Above all, be agreeable or no one will want you around. Not that you are to entertain others; unnecessary conversation is out of place in business. Young ladies especially should understand this, and should cultivate that modest dignity which is so becoming in a woman wherever she goes. Be kind, thoughtful, unobtrusive, quick to learn, bright and cheery while doing your work. Be quiet in both manner and dress. Odd or untidy garments, loud talking or laughing in the office or on the street will prejudice others against you. Keep not only your hands and face and teeth, but your whole person, scrupulously clean. Dress plainly but attractively. A snowy collar and a neat tie and well-brushed hair add much to one's appearance.

Be punctual. Do a little more work than you are paid for rather than less. Make your employer's interests your own. Be trustworthy. Do not talk of your employer's affairs even to your best friend. Let him feel that he can trust you with the minutest details of his business, and that no one else will be the wiser for it. Proceed in this way and you will not only win the respect of every one who comes into the office, but you will become so valuable to your employer that he will prize you as he does his right hand, and thus you will earn and gain promotion.

**ORNAMENTAL TYPEWRITING.** — Fancy borders are appropriate in many kinds of miscellaneous work. It adds greatly to their appearance to print them in different colors. This can be done very easily by pinning short lengths of differently colored ribbons together and printing the border first with one color, then with another. Most of the designs are made by striking one character over another. A line can be written first with one character, then the carriage drawn back to zero and the same line rewritten with the second character, and so on. Or, the left space key can be depressed while the different characters are written with the right hand, the space key lifted, then depressed while the combination is written again, and so on.

Forms for Covers, etc.

IN THE SUPREME COURT OF MISSOURI  
October Term, 1889.

ANN FARRAR, et al.,  
Appellants.

vs.

JOHN HEINRICH, et al.,  
Respondents.

D. J. JEWETT,  
Attorney for Respondents.

SUBSCRIPTION LIST

SPECIFICATIONS  
for dwelling house to be erected  
for  
HENRY S. STONE, ESQ.,  
at  
3142 Pine St. St. Louis, Mo.

I N D E X

Excavations-----1	§§	Roofing-----12
Rubble Work-----2	§§	Plastering-----13

SERVICES

Held in Love and Memory

of

HENRY STANDISH BROWN

at

Pilgrim Church, St. Louis, Mo.,

March 4, 1890.

--:--

Entered into rest March 2, 1890.

"Blessed are the dead who die in the Lord."

HHHHHH



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## COMMERCIAL AND RAILROAD TECHNICALITIES.

Every business has its own peculiar terms. These should be learned as far as possible before taking a position, from the circulars, price-lists, or catalogues of the establishment, from time tables or railroad guides which it is easy to procure. Before entering a railroad office, familiarize yourself with both the longer and the shorter names of all the principal lines of travel, then you will write intelligently when your employer dictates The 'Frisco, Hoosac Tunnel, Bee Line or Big Four; and you will not suppose he refers to household matters when he speaks of the Pan Handle, the Cotton Belt, the Grand Trunk or the Nickel Plate. Many railroads are uniformly spoken of by their abbreviations, as the L. & N. (Louisville & Nashville R. R.) or the N. Y., P. & O. (New York, Pennsylvania & Ohio), pronounced Nip & O. Some gentlemen shorten other abbreviations, calling f. o. b. fob, and Ry. Co. rye-ko; but few go so far as the official who startled his stenographer with "ammunding" for Am. & Eng.

Below is a list of the abbreviations most frequently used in dictation, geographical terms excepted, together with a few others found in the letters of this book. Write them from dictation and transcribe them until they are perfectly familiar.

- |                                                         |                                                    |
|---------------------------------------------------------|----------------------------------------------------|
| A. G. P. A. Assistant General Passenger Agent.          | G. T. O. General Ticket Office.                    |
| A. M. (Ante meridiem), Before noon.                     | H. H. G. Household goods.                          |
| A. T. L. Agent Transportation Line.                     | H. P. Horse power.                                 |
| B. C. Bales of cotton.                                  | I. C. Illinois Central.                            |
| B. L. Bill of lading.                                   | i. e. (Id est.) That is.                           |
| B. & O. Baltimore & Ohio R. R.                          | I. M. & S. Iron Mountain and Southern.             |
| B. W. G. Birmingham Wire Gauge.                         | I. & St. L. Indianapolis and St. Louis R. R.       |
| Caps. Capitals.                                         | L. C. L. Less than car load.                       |
| C., B. & Q. Chicago, Burlington & Quincy R. R.          | L. E. & W. Lake Erie & Western R. R.               |
| cent. centum. A hundred.                                | L. & N. Louisville & Nashville R. R.               |
| c. f. i. Cost, freight, and insurance.                  | M. Noon. A thousand.                               |
| C., H. & D. Cincinnati, Hamilton & Dayton R. R.         | M. E. Mechanical Engineer.                         |
| C. L. Car load.                                         | Mem. or Memo. Memorandum.                          |
| C. O. D. Collect on delivery.                           | M., K. & T. Missouri, Kansas & Texas Ry.           |
| C. P. Candle power.                                     | M. & O. Mobile & Ohio R. R.                        |
| C. R. Carrier's risk.                                   | N. B. (Nota bene.) Take notice.                    |
| D. D. Doctor of Divinity.                               | N. O. S. Not otherwise specified.                  |
| D. I. Double first-class.                               | N. Y., P. & O. New York, Pennsylvania & Ohio R. R. |
| Ditto or do. The same.                                  | O. C. Overcharge.                                  |
| D., L. & W. Delaware, Lackawanna & Western R. R.        | O. K. All correct.                                 |
| D. & R. G. W. R. R. Denver & Rio Grande Western R. R.   | O. & M. Ohio & Mississippi R. R.                   |
| E. B. Expense bill.                                     | O. R. Owner's risk.                                |
| E. & O. E. Errors and omissions excepted.               | P. & C. Price list and catalogue.                  |
| et al. (Et alii.) And others.                           | P. M. Postmaster. (Post meridiem) afternoon.       |
| etc. (Et cetera.) And other things, and so forth.       | P. S. Postscript.                                  |
| E. T., V. & G. East Tennessee, Virginia & Georgia R. R. | R. P. C. Railway Postal Clerk.                     |
| F. A. Freight Agent                                     | SS. or ss. (Scilicet.) That is to say.             |
| f. o. b. Free on board.                                 | S. 2 S. Surfaced two sides, dressed on both sides. |
| G. P. R. Georgia Pacific Road.                          | T. D. Train Dispatcher.                            |
| G. E. A. General Eastern Agent.                         | T. M. Train Master.                                |
| G. P. A. General Passenger Agent.                       | T. & P. Texas & Pacific R. R.                      |
| G. T. A. General Ticket Agent.                          | 3 t 1. Three times first-class.                    |
| G. P. O. General Post-Office.                           | U. K. United Kingdom.                              |
|                                                         | W. B. Way bill.                                    |

## APPENDIX.

### PUNCTUATION.

The chief use of punctuation marks is to make clear the meaning of the writer. They indicate a pause, an interruption, a change or break in the thought. A pause in speaking is generally, but not always, indicated by punctuation marks in writing. A change in a pause or in a punctuation mark often alters the meaning of a sentence. A misplaced comma in a bill passed by the New York Legislature in 1885, made a difference of \$75,000 in the pay of the New York City police.

Parliament once ordered one of its members to make a public apology for slander. The offender arose and read from his paper, "I said he was dishonest, it is true; and I am sorry for it." The apology was accepted. To the surprise and indignation of parliament, it appeared in the next morning's paper as follows: "I said he was dishonest; it is true, and I am sorry for it."

The following descriptions show how much punctuation has to do with the meaning of what is written: —

#### A BAD MAN.

He is an old man and experienced in vice and wickedness; he is never found in opposing the work of iniquity; he takes delight in the downfall of his neighbors; he never rejoices in the prosperity of his fellow creatures; he is always ready to assist in destroying the peace of society; he takes no pleasure in serving the Lord; he is uncommonly diligent in sowing discord among his friends and acquaintances; he takes no pride in laboring to promote the cause of Christianity; he has not been negligent in endeavoring to stigmatize all public teachers; he makes no effort to subdue his evil passions; he strives hard to build up Satan's kingdom; he lends no aid to the support of the gospel among the heathen; he contributes largely to the devil; he will never go to heaven; he must go where he will receive his just recompense and reward.

#### A GOOD MAN.

He is an old man and experienced; in vice and wickedness, he is never found; in opposing the work of iniquity, he takes delight; in the downfall of his neighbors, he never rejoices; in the prosperity of his fellow creatures, he is always ready to assist; in destroying the peace of society, he takes no pleasure; in serving the Lord, he is uncommonly diligent; in sowing discord among his friends and acquaintances, he takes no pride; in laboring to promote the cause of Christianity, he has not been negligent; in endeavoring to stigmatize all public teachers, he makes no effort; to subdue his evil passions, he strives hard; to build up Satan's kingdom, he lends no aid; to the support of the gospel among the heathen, he contributes largely; to the devil he will never go; to heaven he must go, where he will receive his just recompense and reward.

The principal points used in writing are the period, colon, semi-colon and comma.

### PERIOD.

Rule 1. The period should be placed at the end of every declarative sentence. Ex. "We will ship the goods as ordered."

Rule 2. A period should be used after every abbreviation. Ex. Gen.; Messrs.; Sec.; etc.; per cent.; LL. D.

Note 1. Miss, 1st, 2nd, 3rd, 4th, etc., are not abbreviations.

Note 2. Observe that the use of a period after an abbreviation does not prevent another point from being used immediately after it. See examples under Rule 2.

Rule 3. A period is used to separate dollars and cents. Ex. \$21.25.

Rule 4. A period should be used after Roman letters used as numbers. Ex. James VI. of Scotland became James I. of England.

Rule 5. A succession of periods, or of stars, is used to denote an omission in a quotation. Ex. "I certainly never urged the court to render this or any decree in said cause. . . . I was entirely passive in the matter, neither assenting nor dissenting."



## THE COLON.

RULE I. The colon is used to separate chapters and verses, hours and minutes. Ex. John 3:16. 9:35 p. m.

RULE II. A colon, or a colon and a dash, is used at the end of the salutation in a letter. Ex. "Dear Sir: Your letter of the 2nd inst. is duly received." A comma, or a comma and a dash, is sometimes used after the salutation.

RULE III. A colon is used before a long and formally introduced quotation. Ex. The speaker of the convention arose and said:

"Ladies and gentlemen, the subject under consideration is one of vast importance."

RULE IV. The colon is used before a formal enumeration of particulars. Ex. Please send us the following:

5 boxes oranges,

5 boxes lemons,

10 barrels currants, etc.

Note. The colon is generally preceded by an introductory expression, said, as follows, the following, or similar words. The part following a colon often forms a new paragraph and is begun with a capital.

## SEMI-COLON.

RULE I. The semi-colon is used to separate the members of a compound sentence, especially when the conjunction is omitted or when one of the members contains commas. Ex. "The rich and the poor meet together; the Lord is the maker of them all." "But the fruit of the spirit is love, joy, peace, long-suffering, gentleness, goodness, faith, meekness, temperance; against such there is no law." "Infidelity is not always built upon doubt, for this is diffident; nor philosophy upon wisdom, for this is meek."

RULE II. The semi-colon is placed before and a comma is placed after as, namely, and similar words introducing an example.

Ex. The present tense denotes present time; as, "He is writing."

Note. In business writing, sentences should be short, terse and clear. Compound and complex sentences are generally out of place in commercial letters; hence the semi-colon is rarely needed in them.

## THE COMMA.

In business writing, the comma is almost the only point occurring in the middle of a sentence.

As a rule, use the comma only where it is needed to make the meaning clearer. For instance, if an explanatory expression or bit of side talk occurs in the midst of a sentence, as between its subject and its verb, it helps the understanding to enclose this expression by commas. After reading the subject, the commas show us how much we must pass over before we can find the verb. In the same way, commas help the sense when any expression separates the verb and its object, etc. Hence —

RULE I. The comma is used before and after any word, phrase or clause not necessary to the meaning of a sentence, and introduced in such a way as to break the connection or to separate the principal parts.

Examples: "Milton, the poet, was blind." "Prudence, as well as courage, is necessary to overcome obstacles." "What, in your opinion, is the secret of success?" "He has, however, a strong feeling upon the subject." "We have, in short, too many incompetents." "There is, no doubt, an increasing demand for skillful, intelligent help." "Garfield, in one of his addresses, spoke of the importance of shorthand and typewriting for young men and young women." "George Washington, who has been called the father of his country, was the first president of the United States."

RULE II. The comma is used to denote the omission of a word; as, "Corning, Chemung Co., New York." (Meaning, Corning in Chemung Co. in the State of New York.) "February 26th, 1887." (Meaning, February 26 of the year 1887. The comma takes the place of the omitted phrase, of the year.) "Rev. William T. Henry, D. D." (For Rev. William T. Henry who is a D. D.) "He is a good, faithful man." (And is omitted.) "Scruggs, Vandervoort & Barney." "It is the part of a good man to speak truthfully, to deal honestly, to act bravely, to live purely, to show kindness to man and loyalty to God." "Not slothful in business, fervent in spirit, serving the Lord." "Reading makes a full man; conversation, a ready man; writing, an exact man." (Makes is twice omitted.) "Men, women, and children were slain." In the latter sentence, the first comma indicates the omis-

sion of *and*. The comma after *women* is necessary to make the meaning clear, otherwise this sentence might be understood to mean that men were addressed, and that women and children were slain. Formerly the second comma would not have been used. "We have these goods in all colors — black, brown, green, garnet, gray, and cream." "Take for your star self-reliance, faith, honesty, and industry."

**RULE III.** The comma is used to cut off independent words and phrases, such as exclamatory expressions, terms of address, etc. Ex. "Why, are you going?" "Well, what is the matter?" "What, have you resigned?" "Yes, I have decided to withdraw." "John, come here." "The troops left the field, the battle having ended." "His father being dead, the prince ascended the throne." "Yes, my dear sir, you can rely upon me."

**RULE IV.** Inverted and contrasting expressions are generally separated by commas. Ex. "To obtain wealth, he labored unceasingly." The natural order would be, "He labored unceasingly to obtain wealth." Inverted expressions are those which are thrown out of the natural order. Ex. "To make a space between lines, draw the lever forward." "We live in deeds, not words." "He is grave, not gay." "She is thoughtful, not flip-pant." "If he comes, he will explain his conduct."

**RULE V.** The comma is used to separate independent clauses if they are closely connected. Ex. "Study how to do the most good, and let the pay take care of itself." "Commit thy way unto the Lord, and He shall direct thy paths."

**RULE VI.** The comma is used before direct quotations.

Direct quotation: Horace says, "Dates come from Africa."

Indirect quotation: Horace says that dates come from Africa.

**RULE VII.** The comma is used to divide a number into periods of three figures each. Ex. 38,500 subscribers. \$2,162.75.

**Note.** Beware of too many commas. It is better to omit a needed comma than to insert one in a wrong place. The former might be an oversight; the latter is ignorance. Your employer can add a comma with his pen, but he cannot easily remove one.

#### OTHER POINTS.

The **QUESTION MARK** is placed at the end of an interrogation. Ex. "When are you going to New York?"

The interrogation mark when inclosed in a parenthesis is sometimes used to indicate doubt or derision.

Ex. "The truthful (?) lawyer."

The **EXCLAMATION POINT** is placed after exclamatory words and sentences expressing strong emotion, such as joy, surprise, anger, etc.

Ex. "Arouse, ye Romans! Arouse, ye slaves!" "What a wonderful cure!"

Two or more exclamation points are used to express strong irony or contempt. "He is a great statesman indeed!!"

**QUOTATION MARKS.** When the exact words of another are quoted they are inclosed within quotation marks.

Ex. "I rise for information," said a member of Congress. "I am very glad to hear it," cried another sitting by, "for no one needs it more."

In legal writing, quotation marks are often placed at the beginning of each line of quotation to draw attention to the fact that it is quoted. Quotation marks are placed at the end of the last line only. For example.

"At every annual meeting, the said stockholders shall have power to make, alter, or repeal, by a majority of votes given, any or all such by-laws, rules, orders, and regulations as aforesaid, and to do and perform every other corporate act authorized by the charter."

When a quotation ends a declarative sentence, place the period before the quotation marks.

When a quotation ends an interrogative sentence, place the question mark after the quotation points.

The **APOSTROPHE**. In typewriting, an apostrophe is placed before and after a quotation contained within a quotation.

Ex. "Jesus saith unto him, 'I am the way, and the truth, and the life.'"

The chief use of the apostrophe is to mark the possessive case. Ex. Mr. Wood's store. The apostrophe is also used to denote the omission of letters in contracted words and to indicate the plural of figures or of letters of the alphabet. Ex. I've, don't, resp'y, etc. There are two t's in omitted. Make your 7's plainer.

**Note.** Remember the apostrophe should never separate the letters of a name. It is wrong to write Barne's Shorthand Manual. It should be Barnes' Shorthand Manual. The apostrophe is always placed at the end of the name. If a word ends in s, z, or x, the apostrophe only is added to it to form the possessive case. If the name ends in other letters, the possessive case is formed by adding to the name, first an apostrophe, and secondly an s. Ex. Henry's hat. Charles' book. Mr. Fox' farm.

*Note 2.* No apostrophe should be used in the possessive personal pronouns. Write hers, its, yours, etc., without an apostrophe.

*Note 3.* Notice the difference between a contraction and an abbreviation: a period marks the latter, an apostrophe the former. Sec. is the abbreviation for secretary, sec'y the contraction.

**THE DASH.** A dash indicates a sudden change in thought. It denotes hesitation, and it takes the place of omitted letters or figures. Ex. "I wish you would go to the bank — John, shut that door — and make this deposit for me." "Well — I don't know — that is — no, I cannot agree to it." "Mr. B — k objected."

The dash is used to indicate that a sentence is left unfinished.

A dash is often placed after other points to add emphasis to the separation. Thus, the dash may be used after the period to separate a side-head from what follows. The dash is often used after a colon or a comma at the end of the salutation in letters, and when introducing an enumeration of parts.

*Note.* In typewriting, the dash is indicated by two hyphens.

**HYPHEN.** When two or more words are used as a single modifying word, adjective or adverb, they should be connected by a hyphen. Ex. "A never-to-be-forgotten day." Forty-eight, two-thirds, to-day, to-morrow, to-night. A compound noun is hyphenized when the second part implies the act of containing the first, and also when the two words are seldom compounded. Ex. Ice-cart, coffee-pot. "The God-man as seen in Christ Jesus."

When a prefix ending in a vowel is joined to a word beginning with a vowel, a hyphen connects them, provided both vowels are pronounced separately. Co-operate, pre-occupy.

The hyphen is used after a complete syllable at the end of a line to indicate that the rest of the word is written on the next line.

*Note.* A line of writing should not end with the first syllable of a word when it consists of a single letter; as e-nough, u-nite. Avoid ending three or more successive lines with a hyphen, as it detracts from the neatness of the page.

#### SPELLING.

Bad spelling is always inexcusable. It has cost many a typewriter operator his position, and rightly too. In these days of cheap books no one has a right to remain ignorant, and bad spelling from carelessness is a thousand times worse than bad spelling from ignorance, a thousand times more provoking and inexcusable.

For several years we have kept a list of all misspelled words found in our students' transcripts. Of these, the most frequently misspelled are given italicized in the exercises below. These are valuable not only as spelling drills, but as speed exercises for the typewriter. Even college-bred students may study them with profit. Each exercise should be written again and again until it can be reproduced from memory, and without error.

#### SPELLING DRILL AND SPEED EXERCISES FOR THE TYPEWRITER.

##### 1.

To *accept* is to take. To *except* is to leave out. Please *accept* this and please *except* this have very *different* meanings. He *introduced* a bill of *exceptions*. The *exception* was made in his favor. If you will *advise* me, I will take your *advice*. If your ring is *loose* you may *lose* it. It will be *necessary* to *separate* the packages. Shall we work *together* or *separately*? What will be the *effect* of the strike? His failure will not *affect* us. He has *effected* a compromise. In *compliance* with your wishes, I have *effected* a *settlement*.

##### 2.

The *principal* of the school is a man of good *principles*. The *principal* and *interest* amount to \$5,000. He is engaged *principally* in the *hardware* business. He must pay full *fare* when he goes to the *Fair*. It is a *fair* bargain. Their *principal* proprietor introduced his *financial* agent. The *proceedings* of the *council* are given on the *preceding* page. This should *precede* that. Let us *proceed* in the matter. We have *commenced* *proceedings* in the suit.

##### 3.

Ei or ie. Ei is generally used after c and s and ie after other *consonants*.

The *chief* *thief* has been *seized* and brought to *grief*. It affords me great *relief*. I *perceive* you have *received*

your friend's *receipt*. I *believe* he will *yield* the *field*. His *unwieldy* frame is full of *conceit*. He *conceives* the idea of *deceiving* them. I had as *lieft* take a *lien* on the property.

The most important *exceptions* to this rule are *height, neighbor, neither, siege, sieve, their, weigh, sufficient* and *similar* words where *c* has the sound of *sh*.

The *height* of the *ceiling* is *sufficient*. *Neither* of my *neighbors* are *proficient* in *spelling*, consequently they will not make *efficient amanuenses*. Will you *relieve* me of this *weight*? He is *deficient* in many respects.

## 4.

Two-syllabled words ending in a single consonant, double that consonant in derivative words, provided the accent is on the second syllable, but if the accent is on the first syllable, the consonant is not doubled. Thus; offer, offered, refer, referred, etc. We have *offered* him admittance. It *occurred* at the *beginning* of the *conference*. We have *conferred* with the *committee* on the subject of *deferring* the meeting. I *inferred* that he *proffered* his request during my *absence*. The *deference* shown to your *judgment* was pleasing to the *brethren*. He *referred* to the *controlling* powers in a tone of *disappointment*. In the *beginning* he *compelled* *attention*. He *preferred* that we should give the *preference* to his *neighbor*. This is a *different* certificate. We have *transferred* the property in *pursuance* of the request of the *College* trustees. They have not *incurred* any *liability*.

## 5.

His *apology* was *all right*. We are *all ready* to start. We have *already* made the attempt. *Although* he has lost *almost* all he had, he is still *hopeful*. You are not *altogether* wrong. Their goods will *wear all right* *although* they are cheap. He *persuades* himself that he will *prevent* their *purposes*. Will he *permit* you to make the *proposals*? Perhaps he will *proceed* to perform his duty. The *superintendent* will *pursue* the proper *course independent* of the comments of others. We *prefer* to *procure* a writ of *habeas corpus*. Our *current expenses* are too large.

## 6.

*Buying, coming, having, changing, suing, using, valuing, putting, continuing, managing, owing, losing*, and similar words are often *misspelled*. The *e* is dropped before *ing*, except in such words as *singeing* where the *e* is necessary to *distinguish* it from *singing*. He has been *managing* his affairs so badly that they are now *unmanageable*. *Changing* his policy so often proves that he is a *changeable* man. What will be the consequence of his *coming*? It is *scarcely noticeable*.

## 7.

The *council* appointed a committee. The *counsel* for the *defendant* has given good *counsel*. He has *borne* many burdens since he was *born*. His *capital* amounts to millions. The *capitol* at Washington is a *magnificent* building. It is a *capital offense*. *Correspondence* relates to letters. *Correspondents* are persons who carry on a *correspondence*. Is he disposed to render a *decision*? We *discussed* and then *destroyed* the *descriptive circular*. Their goods *wear* well. Both the *hardware* and the *chinaware establishments* are *centrally* located.

## 8.

The debt is *collectible*. We are *confident* that it is *essential* to his *success*. The *expenses* are both *extraordinary* and *embarrassing*. We have *succeeded* in getting the *promissory* note. It is an *immense improvement*. We shall therefore *proceed* with the *indictment* ourselves. *Although* we have *anticipated* you, we hope we have not *exceeded* your wishes. In *acceding* to my request you have *conferred* a great favor. The gross *receipts* will *exceed* \$10,000. *Coarse* thread is stronger than *fine*, of *course*.

## 9.

Come *here* and I will speak so you can *hear* me. Let them stay *there*. Their interests are *there*. *There* are forty-eight ribbons *there*; they are *wrapped* in tinfoil. He *rapped* on the door. It is *right* that Mr. *Wright* should *write* you in reference to the *rites* of the society. You *omitted* to state whether he had *cited* the witnesses. It is a

pleasant *site* for the house. You may draw on me for \$400.00, payable sixty days after *sight*. Mr. Taylor has already sent \$40.00 to his *tailor*. Mr. Knight will call to-night. Miss Knapp is taking a nap. Messrs. Cook, Kuch & Cooke have dissolved partnership.

10.

I have heard of his *decease*; he died last month. I have heard of his *disease*; it was a bad case of small-pox. The *adoption* of the *measure* was *authorized* by the *association*. *Arrangements* have been made for the *admission* of the member. The *excellence* of his *judgment* and his large *experience* in *managing* important *manufactories* will be of great value. *Their statements* will *surprise* every one. Be *faithful* to the *interests* of your *employer*. His *decision* was *wrong*. He *suggests* an increase of *salary*. A *collection* was taken. The meaning of *commercial terms* should be learned. I cannot *conceive* a more *important commission*.

11.

The *privilege* will be granted *immediately* if *consistent* with the *requirements* of the company. It is *plain* that he does not possess *common sense*. Use your *discretion* in *deciding* what the *different appointments* shall be. The *durability* of this *ware* is beyond question. He has *written* me giving me *explicit* commands to *enforce* the claim. The figures are very *encouraging*. The *signature* is *genuine*. The *explanation* is *equivalent* to an *apology*.

12.

The passing of the *statute* was *presumably* due to the *influence* of the *Connecticut senators*. We have *steadily maintained* that it was *optional*. The incident was *trifling* in itself. His *speech* was *interrupted* by the *entrance* of a *popular man*. His *opponent* displayed *intense* feeling on the *occasion*. The road is now in *running* order and *there* will be no *further obstruction* to *traffic*. His letter contained in *substance* a *resume* of the *peculiarities* of his trade. There is no *demurrage* to pay. It is *prima facie evidence*. There has been a *numerical increase*. His *manners* are *unpleasant*.

13.

*Soliciting* a *continuance* of your orders, I remain, etc. The *specifications* will be ready whenever he *wishes* them. We *warrant* the *excellence* and *durability* of our *machine*. His *knowledge* of the *insurance business* is a *sufficient guarantee*. We have seen *similar instances*. The *standard* has been *raised*. His *assets exceed* his *liabilities*. The *expenses incident* to the *running* of the road are *naturally large*. The prices of the goods *shipped* are as per *quotations enclosed*. His *services* are *valuable* for he is *sensible* and *thoroughly practical*.

14.

He *assigned* the *field* to a *competent man*. He made an *affidavit* as to the amount of his *assets*. His *appearance* is not *altogether agreeable*. He called the *attention* of the *assessor* to his first *allegation*. *Elias Smith, alias Frank Brown*, is an *alien* by birth. A *receipt* should *accompany* the *acknowledgment* of *moneys received*. He will be held *accountable* for his *error*. Be *accurate* in your *business accounts*. It is *admitted* that he *achieved* a *great success*. *Until very recently* we *considered* the plan *advantageous* to our *interests*.

15.

*Formerly* the *engineers* *passed resolutions* *formally commending* the action of their *superintendent*. His *hand-writing* is *familiar*. It is a *fraudulent note*. We have *effectually stopped* all *opposition*. The *numerous manufacturers* have *entered* a *protest*. You *ought* to *improve* your *opportunity*. *Possibly* the *obstruction* has been *removed*. The *renewal* of the *policy* is *respectfully refused*. The *salaries* of the *officers* were *respectively* \$1000, \$1500 and \$2000. The *negotiations* have been *successful*.

16.

His *ascendency* is due to his *diligence* in *business*. Be *careful* in *drawing conclusions*. What is the *capacity* of the *elevator*? The *miscellaneous orders* have been *attended to*. It is *necessary* for us to *co-operate*. He is *overwhelmed* with *disasters*. *Knowledge* is *indispensable*. We have *materially increased* our *business*. It is *essential* that you should be in *earnest*. That *lean man* has a *lien* on our *property*.

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